



Homeowners Association, Inc.
P.O. Box 251, Bargersville, IN 46106

PROPERTY IMPROVEMENT APPROVAL REQUEST

Instructions: To be signed and submitted by Property Owner Only

This application must be signed by the property owner or owners of said property and submitted to the KG HOA Board of Directors together with the owner's security deposit (if required. See page 2).

1. OWNER INFORMATION

Owners Name: _____ Lot Number: _____

Property Address: _____ Phone: _____

Email Address: _____

2. CONSTRUCTION / IMPROVEMENT PLAN

a. Indicate the type of construction or improvement (check all that apply):

Room Addition

Pool

Basketball Goal

Landscape

Patio, Basketball Court

Pergola

Deck, Screened porch

Fence / Privacy Screen

Sidewalk / Driveway Replace / Repair

Roof Replacement

Exterior Painting / Staining

Other:

b. Complete the following where applicable:

Number of levels above grade (For Additions): _____

Total square footage (For Additions): _____

Exterior Paint/Stain Color(s) and location: _____

Brick/Stone Color & Style: _____

Shingles Type, color: _____

c. Does your property border a retention pond? ____ Yes ____ No

d. Briefly describe the project:

2. CONSTRUCTION / IMPROVEMENT PLAN (Continued)

e. Does your project design encroach upon an easement on your property? _____ **Yes** _____ **No** (If no, skip to Section 3)

If you answer YES to the above question, you must contact Indiana 811 and have the location of utility lines flagged BEFORE submitting this application for approval. A drainage easement must be evaluated to determine if it contains a stormwater drainage pipe.

f. Does the easement contain utility lines or drainage pipe? _____ **Yes** _____ **No** _____ **Don't Know**

NOTE: Encroachment of an easement containing utility lines and/or stormwater pipes will not be approved.

**AFFIDAVIT OF ACKNOWLEDGEMENT
EASEMENT ENCROACHMENT RISK**

I / We, as owner(s) of this subject property agree and acknowledge that there are platted utility and drainage easement(s) within my property. The easement(s) was established to allow the placement and maintenance of the utility lines (sewer, water, telephone, gas, cable, electric, etc. as applicable) that serve my property and others in the area. It is understood that no permanent structures may be constructed within these easements if utility lines and/or drainage pipes are located within. Any damage to utility lines or drainage pipes as a result of construction by the applicant/owner will be repaired at my expense.

I / We further understand that:

- The utility companies reserve the right to remove any encroachments within an easement if necessary to service their lines.
- Placement of fences or other structures must not obstruct the drainage of stormwater to natural drainage areas or to engineered drainage structures such as culverts, catch basins, etc an easement if necessary to service their lines.
- Maintenance of drainage easements are the responsibility of the property owner.
- As the property owner, we hold harmless the City, County, and HOA Board for any damages or liability that may be done to a fence or other structures within a utility/drainage easement.

The HOA reserves the right to enforce all terms of this Agreement and may, at its sole discretion, require the removal of any fence within the easement area in the event of non-compliance with these terms. This Agreement shall remain in effect for as long as the fence remains in the easement area.

I have read and understand these conditions and my responsibilities regarding construction in and near utility easements.

Signature

Signature

Owner (Printed)

Owner (Printed)

Date

Date

3. CONTRACTOR INFORMATION

NOTE: The contractor must provide a Certificate of Liability Insurance form with Kensington Grove HOA listed as Certificate Holder which declares a minimum combined limit of One Million Dollars (\$1,000,000.00) per occurrence, with Two Million Dollars (\$2,000,000.00) aggregate and One Million Dollars (\$1,000,000.00) or greater umbrella is required before any construction begins.

The Board recommends that the Homeowner also obtains a Certificate of Liability Insurance form from the contractor with the Homeowner listed as Certificate Holder.

Company Name: _____

Contractor's Name: _____

Contact Phone: _____

Proposed Start Date: _____

4. SECURITY DEPOSIT

If the scope of your project falls into more than one column below, your security deposit is the larger amount. Your check should be made payable to Kensington Grove HOA.

NOTE: When your project is finished, contact the Board for an inspection. Your security deposit will be refunded when the Board approves your completed project.

AMOUNT OF SECURITY DEPOSIT			
\$0	\$500	\$1000	\$2500
Exterior painting / staining Roof replacement	Basketball Goal Landscape Deck, Screened porch Sidewalk Repair Driveway Repair	Patio / Basketball Court Pergola Fence	Room Addition Pool

5. CHECKLIST FOR SUBMISSION

To avoid delays in processing your request, use the checklist below to determine if you have included all necessary information.

I have reviewed my application and have included the following items (check all that apply):

- This application was completed by me/us as the property owner(s). **(REQUIRED)**
- I/We understand if a security deposit is required, this application may be delayed if a check is not submitted. **(REQUIRED)**
- A scaled plot plan of the property showing easements and where changes are being considered is attached.
- Elevation drawing(s) or photo(s) of similar structure with design detail (e.g., pergola, fence, covered porch, etc.) is attached.
- Building materials, paint and/or stain specifications are provided; color swatch(es) are included.
- Drainage is shown on plans (if the project disturbs the slope of the property).
- Contractor's Certificate of Liability Insurance is attached. **(REQUIRED)**
- This project will be in an easement. I/We understand the risks and have signed the Affidavit of Acknowledgement.
- The easements have been flagged for underground utilities and/or stormwater drainage pipes.
- I/We understand that encroaching easements on my property may be cause for delay of approval or denial of the project.

6. REQUEST FOR APPROVAL

The undersigned, owner(s) of the lot in Kensington Grove identified above, hereby states and certifies that a) he/she/they is the sole owner of said lot, b) the information set forth herein is true and correct, and c) the plans and drawings identified above and submitted herewith are the only and complete plans and drawings being submitted for approval by the HOA Board of Directors (the Board). The undersigned represents, warrants, and agrees that all construction upon and improvement to said lot will be performed in accordance with submitted plans and drawings as finally approved by the Board. The undersigned acknowledges and understands that any changes in plans and drawings, after the approval of those submitted to the Board, must be resubmitted to the Board for its consideration and approval. The undersigned further agrees to abide by all of the terms, provisions, and requirements of the Guidelines, the Declaration of Covenants and Restrictions of Kensington Grove, and the plat restrictions. The undersigned hereby requests approval of the Board of the plans and drawings identified above and submitted herewith to the Board:

All owners of record must sign this application of approval.

Signature

Signature

Owner (Printed)

Owner (Printed)

Date

Date

ACTION BY THE KENSINGTON GROVE HOA BOARD

The plans and drawings submitted by the homeowner were reviewed by the Board and are:

APPROVED as submitted, but with conditions noted below. The KG HOA Board of Directors hereby authorize, if applicable, the issuance by the Building Commissioner, in his discretion, of an improvement location permit and as building permit for the construction reflected on the plans and drawings approved by the Board, which bear the "Approved" stamp from the Board.

Specified Conditions (if any):

RETURNED due to being incomplete for the following reasons:

NOT APPROVED for the following reasons:

Date of Board Action: _____

The foregoing action by the Board of Directors (the Board) is valid only when this Application is executed by the Board and all plans and drawings listed herein and have been stamped "Approved" by the Board.

Kensington Grove HOA Board of Directors

Authorized Board of Directors Signature

Position

Date