

Sugar Creek Recreation Center – Architectural Change Form

The following documentation is required by the Sugar Creek Recreation Center Architectural committee before any home improvements, alterations of land, fencing, erecting recreational equipment such as swing sets, hot tubs, etc. is begun on your property.

If you are not sure of what can be erected or altered on your property, please review the covenants for your plat. There are different documents for each plat within Sugar Creek though the architecture requirements are the same. You can find covenant information on the website www.sugarcreekinfo.org.

Listed below are the step by step procedures that need to be followed before starting your project

1. **Drawing of Project / Alteration** – A drawing of your project and where it will be located on the property is the minimum submittal requirement to the Architectural Committee. Materials, colors and dimensions are also required. This step needs to be completed and approved by the Architectural Committee before acquiring a “Building Permit”.
2. **Building Permit** – This is a must for any alteration to your property. Do not listen to your builder if they say you do not need one. They are wrong. Don’t risk having to tear something down that you have put time effort and money into.
3. **Beginning and End Date** – Include when your project will start and end.
4. **Architectural Committee approval** – After all paperwork is turned in with this form to current architectural committee chairman the committee or board will review the project. Allow 5 business days for approval. The current Architectural Committee will need to approve the project with their signature below. (The approval of the proposed project is for aesthetic issues only. The Architectural Committee does not review for adequacy of specific design assemblies, structural systems, life safety and building code compliance.).
5. **Good neighbor policy** -It is important for the homeowner to respect their neighbors and other neighborhood residents. Keep the exterior appearance of the home and yard as clean as possible during the construction process. Portable toilets cannot be visible from the streets.

Complete the form on the next page and submit to the chair of the Architecture Committee. See **Board Contacts** on the website sugarcreekinfo.org for the current committee person.

