# St. James Place Home Owners Association

# PO Box 728

# Uniontown, OH 44685

# <http://www.stjamesplacehoa.com>

**MINOR HOA REVIEW REQUEST**

**(Painting, Fences, Landscaping, Swing Set Placement etc.)**

**Name \_\_ Contact Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address Lot # \_**

**Signature E-Mail Address \_**

This form must be filled out in its entirety with the requested information before submission to the St. James Place HOA for review by the Architectural Review Board. **Your request cannot be processed or reviewed until all required information has been received. All information should be no larger than 8 ½ by 11.**

By submitting this Request, the Homeowner acknowledges the need for and consents to entry upon their property to assess, review and consider their request for approval and the resulting construction and/or changes to their property by representatives of the St. James Place Owner’s Association or it agents.

**1**. Give an accurate and **detailed description** of the work proposed. Include pictures, architectural drawings, materials, colors, preservation techniques, structural details, similarities to existing structures, and anything that will describe what the final work will look like.

* 1. **Painting -** attach color chips or samples
  2. **Fences -** specify materials, style, height, color, and mark location using X’s on lot survey, etc.
  3. **Extensive landscaping -** include copy of landscape plans, specify types of trees, plants, shrubs, etc. Indicate on your lot survey the approximate location of your plantings using X’s. (If you are replacing plants with the same size/type in moderation, you do not need to complete a request)

**2**. Attach a copy of your official **lot survey** received at closing. Your official lot survey should show only your lot with property lines, building envelope, and any easements or buffers. (Not required if only painting exterior.)

1. **Mark** your change(s) in colored pen or marker and include any side notes with measurements.
2. **Show** dimensions and state the distance of how far your change(s) will be from your property line.

Please note that fences need to be at least 2 ft. off of your property line.

**\_\_\_\_ 3**. Submit the **completed form** to the St. James Place HOA at [stjamesplacenc@gmail.com](mailto:stjamesplacenc@gmail.com)

\*The HOA Board has the right to request an Architectural Review with Sol Harris Day at the cost of $200.00 payable by the homeowner, if needed.