

PARKVIEW TERRACE EAST / HOMEOWNER'S ASSOCIATION

DESIGN REVIEW REQUEST
(Existing Home)

This form must be completed and submitted with all plans for which design review is required. Please provide the following information.

NAME: _____ LOT NO: _____

ADDRESS: _____

PHONES:

DAYS: _____ EVENING _____ FAX _____

EMAIL: _____

Review the choices of design review requests below and check the most appropriate box. **Pay close attention to the detailed information provided with each box.** This information tells you what must be included with your submittal in order for your request to be deemed "complete". **Incomplete submittals will result in design review delay.**

- ☐ Fences - **Provide as-built survey** with proposed fencing drawn in. Provide material type. Insure that the fence does not exceed 6-foot height restriction. Indicate how the fence will be finished (painted to match the home, stained, etc).
- ☐ Sheds - **Provide as-built survey** with proposed fencing drawn in. Provide material type and finish color.
- ☐ Landscaping, Changes - Provide drawing indicating changes/additions. (Depending on extent of changes/additions, this may be an informational submittal only).
- ☐ Painting - **Provide a 1 square foot sampling for each proposed color (body, trim, doors) and clearly label the use of each color on the back of sample.** Provide name of contractor, start date and completion date.
- ☐ Decks, New or Extensions - **Provide as-built survey** with proposed location of deck clearly marked. Indicate material type, dimensions, detail work (railings, built-in benches, built-in flower boxes, hot tubs, etc).
- ☐ Additions to Home - **Provide as-built survey, architectural drawings, and description of add-on.** Be sure to detail windows, doors, material types, exterior painting, start-up and completion dates.
- ☐ Other, Waiver Request - _____

(If this is a waiver request, provide detailed explanation as to why you feel a waiver is appropriate).

Over, please

To speed up the review process, make sure you have all required information included with your submittal. You may deliver your **complete** submittal to the management office, located at 601 W. 41st Avenue, Suite 201, Anchorage, AK 99503. Or you may fax **(other than paint submittals)** the packet to (907) 562-3550.

Please remember that the Board of Directors' review is limited to examinations of the request to ensure compliance with the Association's covenants. No compliance or non-compliance with Municipal, State, or national building codes and standards is implied by this approval. It is the responsibility of each individual homeowner to ensure compliance with such codes.

The Association strongly recommends the use of properly licensed, insured and, if applicable, bonded contractors.

Also of note, should there be any encroachment into land owned by the Homeowners Association, it is the legal responsibility of the Board of Directors to require that the encroachment be removed. The Board of Directors does not have the power to grant encroachments, deed land to individual owners, or grant approval to change property lines. All improvements made to an individual lot, must be on the owners property.

To be completed by the Board of Directors:

Sign-off. Reviewed and approved by at least three Board members as designated below:
