

LONGACRES ARCHITECTURAL CHANGE APPLICATION

Step 1. Review the Architectural guidelines defined in the Declaration of Covenants.

Step 2. Fill out this application:

Name: _____

Phone # _____

Address: _____

City: Chanhassen _____

Email Address: _____

Zip Code: 55317 _____

Est. Start Date: _____

Est. Completion Date: _____

Contractor's Name: _____

Phone #: _____

Type of Alteration/Improvement: _____

Include the following attachments with the application:

- Attach a copy of your original lot survey with placement of improvement/alteration noted (i.e. if building a deck, draw placement of deck on survey).
- Attach a drawing of the alteration/improvement, preferably a professional drawing from your contractor. If that is not available a hand drawing is acceptable.
- Attach a written description or picture (if same as your proposed improvement) of the alteration/improvement. Include a list of materials that will be used (for a deck you would include the following: types of wood, paint colors, stain colors etc....)
- If a paint color change is being made, you must attach a sample of the paint to this form and have a 2'x 4' board or similar material painted of the new color so the architectural approval committee can come by and approve it. Please note location: _____ .. Brand & Color Number of Paint _____
When painting is completed please contact the ARC committee at the phone number or email address below for a final review. This ensures that your painter uses the proper primers etc. to deliver the product that you requested.

The homeowner agrees to the following:

- A. No alterations/improvements may be commenced until written approval is received from the Architectural Review Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval.
- B. The owner is responsible for obtaining any required building permits.
- C. The owner, not the Association, Board of Directors, or Review Committee, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the Unit.
- D. The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

Signature: _____

Date: _____

Step 3. Submit the application and required attachments to: **Lisa Hokkanen / 2456 Hunter Dr / lisaHokkanen@edinarealty.com** (remember the attachments). **NOTE: THE ARC REQUIRES A MINIMUM OF 14 DAYS TO REVIEW EACH APPLICATION. PLEASE PLAN ACCORDINGLY.**

Step 4. Wait for a response from the Architectural Review Committee. The response will be mailed to you. **Note: In accordance with the Declaration of Covenants your contractors are not allowed to put advertising signs on your property.** If you have any questions or concerns about this process please contact the Lisa Hokkanen at 952-470-6610 or Lori Dinnis at 952-401-8934 or Thomas Hirsch at 952-474-5402.