

# ARCHITECTURAL APPROVAL APPLICATION

## Introduction

The Architectural Approval Committee has been established to maintain the goals of consistency, compliance and equity in the implementation of Policies, Plans, Conditions, Covenants, and Restrictions pertaining to the Old Harvard Estates Declaration of Restrictions and Reservation of Easements. Your Board of Directors and the Architectural Approval Committee seek to ensure that the review and control process is effectively administered so that individual property owners and the community are treated equitably in the process on a case-by-case basis.

## General

Approval of any project by the Architectural Approval Committee does not satisfy the necessity of obtaining required Town and State permits. In turn, obtaining a Town or State permit does not fulfill approval of the Architectural Approval Committee prior to construction.


All proposed construction must comply with the Old Harvard Estates Declaration of Restrictions and Reservation of Easements.

The following items require approval from the Architectural Approval Committee prior to construction:



New Home Construction 

Structural Additions (exterior modifications) 

Driveways, Fencing and Walls 

Accessory Buildings 

Statues or Ornamental Devices 

Other Structures

## Home Improvement Application Guidelines

1. All requests for architectural approval must be made on the Architectural Approval Application.
2. Two (2) sets of plans or drawings must be submitted with the application. One set is retained as part of the homeowner's permanent file with the Association, and the second copy will be returned to the homeowner when a decision has been made by the Architectural Committee.
3. Submitted plans should be drawn to a minimum  $1/4" = 1'. 0"$  scale and contain the following:
  - a. Site Plan - Showing setbacks for all adjacent property lines from the proposed project or structure. Where applicable, indicate the materials to be used for driveways.
  - b. Floor Plan - Indicate all walls, openings, etc.
  - c. Elevations - Provide exterior elevations of proposed addition/structure. Indicate the locations and sizes of all windows and doors. Note all exterior materials.

The intent is to provide sufficient information for the Architectural Approval Committee to determine compliance with the Protective Covenants and Reservations.

**Applications**

The Architectural Approval Committee has a maximum of thirty days (30) to render a decision on the application after receipt of said application. All applicants will be notified in writing of the Architectural Approval Committee's decision. Plans and specifications are not reviewed for engineering design and, by approving such plans and specifications, neither the Association, the members thereof, nor the Board of Directors, the members thereof, nor the Architectural Approval Committee, nor the members thereof assume liability or responsibility for any defects in any structure constructed from such plans and specifications.

**Approved Applications**

A copy of the Architectural Approval application will be returned to the applicant. The application will state the project is approved as submitted. The Approval Committee Chairperson will sign and date the application.

**Disapproved Applications**

The Architectural Approval Committee will specify all items that do not comply with the Old Harvard Estates Declaration of Restrictions and Reservation of Easements.

A copy of the Architectural Approval application will be returned to the applicant. The application will state the project was disapproved as submitted. The Approval Committee Chairperson will sign and date the application.

**Appeal Process**

In the event plans and specifications submitted to the Architectural Committee are not approved, the applicant may request to meet with the Architectural Approval Committee to review and discuss the plans and application. The applicant may appeal the decision, in writing, to the Old Harvard Estates Homeowners Association Board of Directors. The written request must be received by the Board of Directors not more than thirty days (30) following the decision by the Architectural Committee. The Board of Directors has a maximum of thirty days (30) to render a decision on the appeal.

[Application Form](#)