



Architectural Review Request

Purpose:

Per the Covenants for the Olive Branch Manor Subdivision, the Architectural Review Committee (ARC) shall review and consider the design, appearance, and location of improvements made to properties in our subdivision in order to preserve and enhance the value and desirability of the subdivision. This includes structures, walkways, fences, decks, walls, patios, and other improvements. It is also important to note that these improvements cannot be placed within any drainage/utility easements that may be established on your lot without an approved waiver.

What to Include With Your Application:

Your application should include the following things:

- The completed Architectural Review Request Form
- A dimensioned plot plan of your property showing existing and proposed structures (see attached sample drawing). You would have received a certified plot plan when you closed on your property. If you cannot locate it, the plat for the section of the subdivision showing your lot is available on our website at <http://olivebranchmanor.org/documents/>.
- The dimensioned construction drawings for your project (see attached sample drawing)
- Easement and Utility Access Waiver (if applicable)
- Any photos that you want to include

Submitting Your Materials and/or Questions:

Submit your application and attachments to the Olive Branch Manor HOA by:

Email (*fastest*):

Primary:	Secondary
Kevin Patterson Direct: 317-558-5341 Office: 317-570-4358 kpatterson@ekirkpatrick.com	Kat Makridakis Direct: 317-827-8090 nsorg@ekirkpatrick.com

By mail or in person: 600 E. Main Street, Greenwood Indiana 46143

Call 811 a few days before you start digging to ensure proper location of existing utilities.

Quick Reference and FAQs

Permits Required:

In addition to Architectural Review Committee approval, the Johnson County Planning Department requires permits and approvals for various property improvements (usually decks, patios, additions, etc.). Give them a call ahead of time to verify if you need a permit or any other approvals for your project at 317-346-4350.

Reference:

Many materials and resources can be found on the neighborhood website at www.olivebranchmanor.org, including:

- A searchable copy of the Covenants:
http://olivebranchmanor.org/wp-content/uploads/2011/02/OBM_Covenants_Searchable.pdf
- The plats for the entire subdivision showing all of the property lines, drainage and utility easements, common areas, etc: <http://olivebranchmanor.org/documents/>

Fences:

- Fences must not be within any lake easements, drainage easements, or utility easements without an executed Easement and Utility Access Waiver and written approval from the ARC.
- Allowed materials for fences are wooden or chain link (with green or black vinyl coating).
- Fences may not be taller than 6 feet.
- Fences are permitted in the backyard and are not to connect to the front of the house.
- Fences cannot be constructed in any front yard setbacks.

Decks and Concrete Patios:

- Decks and patios must not be within any lake easements, drainage easements, or utility easements without an executed Easement and Utility Access Waiver and written approval from the Architectural Review Committee.
- Decks and patios cannot be constructed in any front yard setbacks.
- Any change in elevation of the property (using fill dirt or a retaining wall to level out the property) will most likely require a drainage permit from Johnson County.

Architgetural Review Request Form

Date Application is Submitted:

Applicant and Contact Information

Name of applicant:	
Address of applicant (street, city, state, zip):	
Contact person for the application:	
Contact phone:	Contact email:

Project Information

<input type="checkbox"/> Fence	<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Home Addition	<input type="checkbox"/> Other _____
Describe the nature of the proposed project:			
Is this projected being done by yourself or a contractor?			
<input type="checkbox"/> Self	<input type="checkbox"/> Contractor:	Name _____	Phone _____
Describe the materials to be used:			
Estimated starting date:		Estimated completion date:	
Will a Johnson County building permit be required?			
<input type="checkbox"/> No – I have called (317) 346-4350 and verified.		<input type="checkbox"/> Yes – I made application on date _____	

I hereby acknowledge that I have read and understand the architectural control standards set forth by the committee and the governing documents. I further understand, acknowledge, and agree that any additions, improvements, repairs, or alterations to my property are the sole responsibility of the property owner(s) (or their heirs) and I shall be fully responsible for maintenance, repairs and upkeep on the same. Lastly, I hereby state that this improvement will not be constructed within any easements or violate the requirements/restrictions as defined in the covenants.

Homeowner(s) Printed Name(s) _____

Signature(s) of Homeowner(s) _____

Note: All submitted documents and materials shall remain the property of the Association. Please make a copy to keep for your records.

Easement & Utility Access Waiver

This waiver MUST be completed if your project is encroaching into an easement.

I/we hereby acknowledge that I/we, _____, the current owner (s) of the real property located at (address) _____, of the Olive Branch Manor Subdivision will be installing an improvement that could extend into the drainage easement or possibly could block access to utility meters or equipment. If under this circumstance, I will accept full responsibility of any cost (s) to remove and/or replace this improvement if the utility company, association, developer or certain County Officials requires access to the area.

Homeowner(s) Printed Name(s) _____

Signature(s) of Homeowner(s) _____

Date _____

Office Use Only:

HOA Acknowledger's Printed Name: _____

HOA Acknowledger's Signature: _____

Date _____

Architectural Review Committee Response

-- Office Use Only --

Committee Action:

- Homeowner(s) requires, has submitted, and understands easement waiver
- Approved as submitted
- Approved as revised:

Revisions: _____

- Denied for the following reasons:

Reasons: _____

Notes:

ARC Reviewer's Printed Name: _____

ARC Reviewer's Signature: _____

Date _____