

Sandy Point Architectural Change Request

To be submitted to the Architectural Change Committee (ACC) after the Pre-Project Meeting with ACC members, SP Property Manager, homeowner and the homeowner's contractor.

During the Pre-Project Meeting, the required information and documents that the homeowner must submit with the request will be identified for the homeowner. This meeting to discuss the project *before* the homeowner formally submits the Sandy Point Architectural Change Request will enable the homeowner to submit a completed request to the ACC, thus eliminating back and forth requests for missing information, documents, or plan adjustments in order to be in compliance with the Sandy Point architectural guidelines.

Section 1: Homeowner Information

Please check the preferred contact person (homeowner/s) and method of communication throughout the ACC process. Homeowner 1 Homeowner 2 email text cell phone other phone

Owner's Name #1: _____ Owner's Name #2: _____
 (please print) (please print)

Address: _____ Submit Date: _____

Cell Phone #1: _____ Cell Phone #2 : _____

E-mail #1: _____ E-mail #2: _____

Section 2: Select Project

Architectural Change Project List

Please select ALL of the appropriate fields below:

Project Name	New	Repair	Replacement	Material Change	Color Change	Dimension Change
Awnings						
Board Walks						
Boat Lifts						
Built-in Storage Bins						
Deck Railings						
Decks						
Docks						
Doors						
Exterior Light Fixtures						
Fences: limited height						

Project Name	New	Repair	Replacement	Material Change	Color Change	Expansion
Fire Pit						
Flower Boxes						
Garage Doors						
Gazebos						
Hot Tubs						
Patios						
Pavilion						
Pergola						
Porches						
Privacy screen between decks						
HVAC outdoor unit screen						
Utility screen on side of condo						
Screened Porch						
Satellite Dish						
Seating						
Sidewalks						
Sky Lights						
Steps						
Storm Doors						
Solar Energy System						
Wall Décor (Exterior)						
Windows						
Other:						

Describe Other: _____

Section 3: Brief Description of Work

Describe what you want to do and attach supporting documents (including images and drawings) to clarify what changes will be made. Attach additional pages if necessary.

Total Estimated Project Cost: \$ _____ Is a Security Deposit Required? Yes No

Amount: \$500 or 10% of the project cost: _____

*Approximate Start Date: _____ *Approximate End Date: _____

*The Sandy Point Property Manager must be informed 3 days before the actual start date and immediately after the end date of the project. ACC members and the Sandy Point Property Manager will periodically check on the progress of the project with site visits, texts, emails or phone calls.

Section 4: Who will do the work?

Homeowner (skip to section 6) Contractor

Company: _____

Address: _____

Name: Company Contact _____ Contact's cell #: _____

Contact's E-mail: _____

Name: Site Supervisor _____ Site Supervisor's Cell #: _____

Section 5: Contractor Insurance, Bonding, Hold Harmless

Please attach to this request written proof of contractor's :
License, Bonding and Insurance Information OR the contractor can sign the Sandy Point Hold Harmless Agreement and Release which is required for all work due to the impact on all common property.(found on the Sandy Point website in the Residents section under Forms.)

Section 6: Onsite Containers and Equipment

Yes: Dumpster Trailer Both No

List other equipment: _____

The above container is to be placed in the driveway of the registered address, where it can remain for 3 days. Debris containers must be removed on the 4th day and cannot be present on Saturday and Sunday.
WARNING: Almost any work other than simple repair or simple maintenance will require a LICENSED CONTRACTOR. A Homeowner may obtain a building permit for work they intend to do themselves, but must be capable of doing the work personally. Do not secure a permit for someone else, such as an unlicensed contractor. **INDIANAPOLIS DEPARTMENT OF CODE ENFORCEMENT does come to Sandy Point and will verify the proper application of permits.**

Section 7: Utilities and Exterior Features of Condo

Will any of the following be affected? There are buried utilities where any uninformed disruption can affect your neighbors, general safety and the economy of repair.

UTILITIES		EXTERIOR FEATURES	
Electric		Walls and Siding	
Gas		Roof or Roof Lines	
Water		Foundation	
Sewage		Patio slab	
Telephone		Pavements	
Cable		Walks	
Heating/Cooling		Drainage/Erosion	

Section 8: Neighbor's Acknowledgment and Traffic Rules

We, the undersigned Neighbors, understand that there will be noticeable changes to the property located at: _____ and hereby agree to the explained changes and diagrams. I/WE verify that the proposed changes will not impact the view or value of my property in a negative way.

(These signatures are not required for exact window and garage door replacement)

Signature(s) of Adjacent Neighbor on the right at:

Address _____

Signature of Owner One _____

Signature of Owner Two _____

Signature(s) of Adjacent Neighbor on the left at:

Address _____

Signature of Owner One _____

Signature of Owner Two _____

Traffic Rules for Trades & Service Provider
Speed Limit is 20 MPH
Children, residents and animals at play

Attention: You will be working in or delivering to a Condominium Community where the streets and grounds are private, owned, and shared by the owners of 139 dwellings. You and your workers must follow the Sandy Point Traffic Rules. You will be held responsible for any disruption or damage. Please enter and exit Sandy Point on the proper side of the entrance median.

PARKING

- Parking is allowed only in driveways and paved parking areas.
- Our streets are narrow and street parking poses a significant hazard for EMERGENCY VEHICLES to get through. Blocked fire hydrants and restricting street access to our homes can result in loss of life or someone's home.
- Parking and the use of heavy equipment are not allowed on the grass or lawns. If access through the lawn is absolutely necessary, consult the Sandy Point Property Manager regarding access options and approved methods to minimize property damage.

SERVICE PROVIDERS, DELIVERY, MOVING TRUCKS

- The Homeowner is responsible to see vehicles are parked appropriately.
- Only one provider vehicle can be parked at the street-side at one time.
- When parking street-side, use warning signs or cones in front or in back of the vehicle to indicate danger.
- No work vehicle can be parked overnight if it extends into the road.
- No commercial advertising, including yard signs may be placed on the property.
- Streets are to be free from project dirt and debris at the end of each day.

All contractors and or subcontractors working on this project, and the Homeowner will be responsible for adherence to these rules for the duration of this project.

The Homeowner will be responsible for providing a copy of these rules to any and all Trades or Service working on this project. I understand and agree to the conditions in this document and will inform workers in my charge of the same.

Signature of Owner One _____ Date: _____

Signature of Owner Two _____ Date: _____

Signature of trade/service provider(s): _____ Date: _____

Signature of trade/service provider(s): _____ Date: _____