
 walnutcreekfw.org
 info@walnutcreekfw.org

Architectural Request Form

The CCRs for Walnut Creek require that the Board of Directors or Architectural Committee review all exterior additions, alterations, and modifications. The most common requests are;

Exterior color changes, garage door replacements, fences, decks, inground pools, lamp posts, landscaping, driveways, patios, swing sets, basketball goals (permanent only), hot tubs, and any other concrete work.

The filing and approval of applications are essential to ensure that the character of the community will be maintained, the rights of all residents are respected, and review that no alteration will create a hazardous condition, interfere with Association maintenance operations or endanger the integrity of structures.

This process may take up to 30 days to complete, though every effort will be made to process the request as a priority as possible.

HOMEOWNER:
 PHONE:
 ADDRESS:
 LOT #
 NATURE OF IMPROVEMENT:

CONSTRUCTION MATERIAL & COLOR (if applicable):
**Please attach any color samples or material sample photos.*

LOCATION:
Attach a sketch of all improvements (with dimensions) on an official copy of your plot plan and permit (if required). Include description, pictures, and/or drawings.

SERVICES WILL BE PROVIDED BY:
 CONTRACTOR/SUPPLIER:
 CONTRACTOR/SUPPLIER PHONE NUMBER:
 WORK START DATE: ANTICIPATED WORK COMPLETION DATE:

By submitting this form, the owner(s) requesting to make the described addition, alteration or Modification and acknowledges and agrees to comply with the following:
 The owner acknowledges and has read the Association Indenture of CCR's, By-Laws, Declarations, and/or Association policy prior to submitting this Architectural Request form. The owner agrees to abide by the decision of the Association.



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The applicant, and any subsequent owner, are wholly responsible for all initial and recurring costs and liability associated with the installation, maintenance, and repair of the described alteration. The Owner further assumes all responsibility for any damage to any common elements and/or an injury that may occur as a result of this alteration and shall minimize interference and inconvenience to others.

Any approval granted by the Association shall be contingent upon all work being performed in accordance with the submittal plans, all applicable laws, codes, ordinances, and regulations of any government and/or agency(ies), and it will be the responsibility of the Owner to obtain, at Owner's cost, all necessary certificates, permits, and licenses required by such agencies, and to provide the Association with copies of same, as requested.

If the modification is not completed as approved, said approval can be revoked, and the modification may be required to be removed by the Owner at Owner's expense or modified to the acceptance of the Association. The Owner shall be responsible for all reasonable costs and expenses to ensure compliance with Association standards, including attorney's fees. All approvals granted shall be in writing and automatically expire in six (6) months. Work shall be completed expeditiously once commenced, in a good workman-like manner, and within a timeframe acceptable to the Association.

If an exterior change request is wholly or partially denied, the applicant may resubmit the request within thirty (30) days, further detailing its merits. The Association shall re-review the request and render a final decision.

Submission Options

Forms can be emailed to architecture@walnutcreekfw.org

If you have images that need to be submitted, please make sure they are attached with this document.

Phone: (260)-999-8985

Mail: PO Box 206, Arcola IN 46704

Email: info@walnutcreekfw.org

HOAWalnutCreekFW@gmail.com (Correspondence will be coming from this email)

HOMEOWNER'S SIGNATURE:

DATE:

√ _____

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A copy of the Architectural Committee's decision will be sent to you via email as well as USPS mail.