**The Village at Thornapple Request to Review Process & Application**

Residents should refer to ***The VAT HOA Community Handbook 7.0, Architectural Design Policy and Guidelines***for all architectural improvement and maintenance requirements. All paint or stain color selections must be from the approved ***VAT Color Palette.*** Color palette reference binders are available for resident use and can be requested from the Architectural Review Committee via email at arc@thornappleassociation.org.
Failure to comply with any project requirements are subject to the **Enforcement Process**.Visit our website [www.thornappleassociation.org](http://www.thornappleassociation.org) for more information and to access these documents.

 **Complete applications will include the following:**

[ ]  Completed Homeowner Information Record (Page 2)

[ ]  Signed Architectural Review Terms & Conditions Agreement (Page 3)

[ ]  Project Specific Section Page(s) – See individual pages for additional instructions/guidance.
**Only project specific sections and pages need to be returned.** For projects not covered by a specific section (Recreational Play Units, Landscaping, etc) Please use the page named “Exterior Maintenance or Improvement – Other” at the end of this document.

[ ]  Any Additional Required Information (Maps, Proposals, Photos, Building Diagrams, Etc)

*Incomplete applications will be returned.*

**Submission Instructions:** Scan and email your completed application and additional required information to: arc@thornappleassociation.org. *Snapshot images will be declined.*

***\*\*\*IMPORTANT INFORMATION\*\*\****

1. ***All applications must be in compliance with VAT HOA Community Handbook, 7.0 Edition. As well as VAT Color Palette.*** *See www.thornappleassociation.org*
2. Allow thirty (30) days for review based on the volume of applications that may be ahead of yours. Schedule contractors accordingly. ***Projects may not begin without approval***.
3. Approved projects shall be completed within ninety (90) days of approval. A request for extension may be made in writing to arc@thornappleassociation.org.
4. Please be advised that it is the homeowner’s responsibility to meet the City of Columbus Department of Building and Zoning requirements and to acquire permits where applicable.

**HOMEOWNER INFORMATION RECORD**

**\*\*\*REQUIRED INFORMATION FOR ALL PROJECTS\*\*\***

|  |
| --- |
| Foundational Color Elements Foundational Color Elements are brick, stone, roof, and window glass frame colors.They are the current house colors upon which all color selections should be based. If known please indicate color as: “SW7017 Dorian Gray” |
| Exterior Stone | [ ]  **N/A** | [ ]  Stone | [ ]  Brick | Color(s):       |
| Exterior Finish | [ ]  Stucco | Color(s):       |
| Siding (Indicate type):  | [ ]  Vinyl | [ ]  Wood | Color(s):       |
| Roof | Color(s):       |
| Window Frame | [ ]  White | [ ]  Black | [ ]  Beige/Almond | [ ]  Brown | [ ]  Taupe |

|  |
| --- |
| Homeowner Contact Information |
| Homeowner Name(s):       |
| Address:       |
| Phone Number(s):       | **Email(s):**       |

Please refer to ***The VAT HOA Community Handbook 7.0, Architectural Design Policy and Guidelines***for all architectural improvement and maintenance requirements. All paint or stain color selections must be from the ***VAT Color Palette.***Failure to comply with any project requirements are subject to the **Enforcement Process**.See [www.thornappleassociation.org](http://www.thornappleassociation.org)

**ARCHITECTURAL REVIEW: TERMS AND CONDITIONS AGREEMENT**

1. The project must be completed within ninety (90) days of approval. If the project is delayed, a written explanation to the Board and management company is required. Projects delayed beyond ninety (90) days without written approval are subject to the **Enforcement Process**
2. The approved Request to Review application is a contract between the homeowner and the Thornapple Association, Inc. Any modification or deviation from the approved application herein voids the approved Request to Review application and is subject to the **Enforcement Process**. All modifications or deviations must be submitted to the Architectural Review Committee (ARC) and approved in writing.
3. A homeowner proceeding with an improvement or maintenance project without written approval is subject to the **Enforcement Process**.

*Continued on page 3*
4. The Request to Review application approval applies to compliance with the Village at Thornapple Homeowner’s Association Architectural Design Policy **only**. The approval is not a manufacturer’s endorsement for performance or contractor’s quality of workmanship. It is the homeowner’s responsibility to meet the City of Columbus Department of Building and Zoning requirements and acquire permits where applicable. It is also the homeowner’s responsibility to verify contractor credentials, business documentation, and contractor or manufacturer’s warranties.
5. For applications pertaining to fence installation, the association advises homeowners to have a professional property line pin survey completed prior to installing a fence. The auditor map and the mortgage location survey (MLS) provided with closing documents are only intended to show lot dimensions, not survey pin location. Do not assume that your abutting neighbor’s fence has been installed within their property lines. Encroachment disputes shall be negotiated between the homeowners and do not involve the HOA.
6. All projects will be inspected for completion per the specifications stipulated in the approved Request to Review application.

**I affirm that the information and specifications provided in this Request to Review application accurately reflects the scope of the project and agree to abide by the Terms and Conditions of this Agreement.**

|  |  |  |  |
| --- | --- | --- | --- |
| Homeowner Signature: |       | Date:  |       |

|  |
| --- |
| **INTERNAL USE ONLY** |
| **DATE OF ARC RECEIPT** |       |
| **DATE OF EMAIL APPROVAL** |       |
| **DATE OF USPS APPROVAL** |       |

**Exterior Painting***Handbook, p. 21 & 23*

## Instructions: Please Indicate all colors even if repainting to existing colors.Paint ColoR Selection(S) Should be as listed in example below.

|  |
| --- |
| Exterior Painting |
| Element | **Material/Description** | **Color Selection(s)**Example: “SW7017 Dorian Gray” | **N/A or Not Painting** |
| House Body | Stucco |       | [ ]  |
| Wood Siding |       | [ ]  |
| Vinyl Siding |       | [ ]  |
| Trim | N/A |       | [ ]  |
| Accent Elements | Shutters |       | [ ]  |
| Front Door |       | [ ]  |
| Sidelights |       | [ ]  |
| Transom |       | [ ]  |
| Garage Door | Body |       | [ ]  |
| Trim |       | [ ]  |
| Cedar Fence\* | House Body |       | [ ]  |
| Trim |       | [ ]  |
| Natural Wood Tone |       | [ ]  |
| Cedar Screened from View Structure\* | House Body |       | [ ]  |
| Trim |       | [ ]  |

**PLEASE NOTE:**
 \*This information applies if you have an existing cedar fence or cedar screened from view structure. These structures have color requirements related to the house color.
**Please refer to the VAT HOA Community Handbook, pp.22 and 26.**

# Fence *Handbook Reference: p. 22Additional Reference:* [*www.thornappleassociation.org*](http://www.thornappleassociation.org)*, Architectural Review, Gallery*

|  |
| --- |
| Lumber FenceAdditional Reference: [www.thornappleassociation.org](http://www.thornappleassociation.org), *Architectural Review, Gallery* |
| Material | [ ]  Cedar *Pickets and stringers – Cedar lumber Posts - Pressure treated lumber* | [ ]  Composite Lumber *Example TREX™* |
| Height | [ ]  4’ | [ ]  5’ | [ ]  4’ | [ ]  5’ |
| Pickets | [ ]  Arched[ ]  Scalloped[ ]  Flat Top Dog Ear | [ ]  Arched[ ]  Scalloped[ ]  Flat Top Dog Ear |
| Picket Gap | [ ]  1” for Fence | [ ]  1” for Fence |
| Picket Dimension*Example: 1” x 6”* |       |       |
| Color Selection | **NOTE:**Must be from VAT Approved Colors*Example: “SW7017 Dorian Gray”* | **NOTE:**Composite lumber color selection must be a match to a VAT approved color.  |
|       | *Manufacturer*:       |
| *Color Selection*:       |

|  |
| --- |
| Aluminum FenceAdditional Reference: [www.thornappleassociation.org](http://www.thornappleassociation.org), *Architectural Review, Gallery* |
| Material | [ ]  Ornamental Aluminum |
| Height | [ ]  4’ | [ ]  5’ |
| Top Style | [ ]  Spear Top | [ ]  Flat Top |
| Color Selection | [ ]  Black | [ ]  Dark Brown |

### \*\*\* ADDITIONAL REQUIRED INFORMATION \*\*\*

* Contractor proposal with product specifications.
* Drawing that shows house, fence placement on lot, abutting fences, and utility equipment.

# Roof Replacement*Handbook Reference, p.26*

|  |
| --- |
| Roof Replacement |
| **Material** | **Asphalt** |
| **Manufacturer** |       |
| **Style***Select one* | [ ]  Architectural /Dimensional[ ]  Three Tab |
| **Color**  |       |

 **Garage Door(s), Entry Door(s), Sidelight(s), Transom, Sliding Door(s), Storm Door(s)**
*Handbook**Reference, p. 23*

|  |
| --- |
| Garage Door(s), Entry Door(s), Sidelights(s), Transom, Sliding Door(s), AND/OR Storm Door(s) Replacement(s) |
| Selection(s)*Select all that apply* | [ ]  Garage Door(s) [ ] Entry Door(s) [ ]  Sidelight(s)[ ]  Transom [ ]  Sliding Door(s) [ ]  Storm Door(s) |
| Material*Select one* | [ ]  Steel | [ ]  Fiberglass | [ ]  Wood |
| Color | **NOTE:** Must be from VAT Approved Colors*Example: “SW7017 Dorian Gray”* |
|       |

**Driveway, Sidewalk, Patio, Porch** *Handbook**Reference p. 21 & 24*

|  |
| --- |
| Driveway, Sidewalk, Patio, Porch |
| **Project Description** *Select one* | [ ]  Driveway [ ]  Sidewalk [ ]  Patio [ ]  Porch |
| **Material** *Select one* | [ ]  Asphalt [ ]  Concrete [ ]  Paver\* [ ]  Tinted Concrete\**\* Color MUST be indicated below* |
| **Size** |       |
| **Paver or Tint Manufacturer** |       |
| **Paver or Tint color** |       |

### \*\*\* ADDITIONAL REQUIRED INFORMATION \*\*\*

### Drawing that shows house, dimensions, and placement on lot.

### Windows *Handbook Reference p. 21 & 27*

##

|  |
| --- |
| Windows |
| Material*Select one* | [ ]  Vinyl [ ]  Fiberglass [ ]  Wood |
| Design*Select one* | [ ]  Grid [ ]  No Grid |
| Color*Select one* | [ ]  White [ ]  Brown [ ]  Taupe [ ]  Beige/Almond[ ]  Black [ ]  Wood – Color:       |
| Windows Being Replaced | [ ]  ALL[ ]  PartialMUST Specify Locations:       |

**PLEASE NOTE**:
Partial window replacement is permitted ONLY if the homeowner agrees to replace the remaining windows within 1 year or prior to the sale of the home, whichever comes first.
All windows on a single side must be replaced at one time.

**Screen from View Structure**
*Handbook, p. 26*

|  |
| --- |
| Screened from View Structure |
| Project Description*Select all that may apply* | [ ]  **Waste and Recycling Containers, and Yard Waste Storage**  *Not to exceed 5 feet in height, 6 feet in length, and 4 feet in width; no picket gap*[ ]  **HVAC***Not to exceed 5 feet in height and with a 1” picket gap.* |
| Material | [ ]  **Cedar Lumber** Cedar pickets and stringers; pressure treated posts[ ]  **Composite Lumber***Example: TREX*TM |
| Design (Top)*Select one* | [ ]  Arched [ ]  Scalloped [ ]  Flat Top Dog Ear |
| Color\* | Must be from VAT Approved Colors*Example: “SW7017 Dorian Gray”* |
| Cedar:       |
| Composite Lumber | Manufacturer Name:      Color:       |

**PLEASE NOTE:**
Cedar color selection is to match foundational body or trim colors of the house.
Composite lumber color selection must be a match to a VAT approved color.

## \*\*\*ADDITIONAL REQUIRED INFORMATION\*\*\*

* Contractor Proposal.
* Drawing that shows structure dimensions, house, and placement on lot.

# Deck, Pergola, Arbor, Gazebo, Hot Tub, Sunroom/Solarium*Handbook, p. 24 & 27*

|  |
| --- |
| Deck, Pergola, Arbor, Gazebo, Hot Tub, Sunroom/Solarium |
| Project Description | [ ]  Deck [ ]  Arbor [ ]  Hot Tub [ ]  Pergola [ ]  Gazebo [ ]  Sunroom/Solarium |
| Material | [ ]  Cedar [ ]  Composite Lumber [ ]  Pressure Treated Lumber |
| Color\*Must be from VAT Approved Colors*Example: “SW7017 Dorian Gray”* | Cedar | Color:       |
| Composite Lumber | Manufacturer Name:       | Color:       |
| Pressure Treated Lumber | Color:       |
| Roof | *Select one*  | [ ]  Shingle [ ]  Cedar [ ]  Metal [ ]  Shingle [ ]  Composite Lumber |
|  | Color:       |

 **PLEASE NOTE:**
Cedar or Pressure Treated Lumber color selection is to match foundational body or trim colors of the house.
Composite lumber color selection must be a match to a VAT approved color.

Decks should be finished in a natural wood color tone or is to match foundational body or trim colors of the house.

## \*\*\*ADDITIONAL REQUIRED INFORMATION\*\*\*

* Contractor proposal.
* Drawing that shows structure dimensions, house, and placement on lot.
* For deck projects specify how the deck will be finished to grade.

# Solar Energy System*Handbook p. 26*

|  |
| --- |
| Solar Energy System |
| Manufacturer |       |
| Solar Panel Color |       |
| Contractor Information*Company NameAddressPhone Number* |       |
| Contractor License Number |       |

## \*\*\*ADDITIONAL REQUIRED INFORMATION\*\*\*

* Product literature and specifications
* Engineering drawing depicting pertinent house elevations for panel array and controls location, panel array quantity and specifications, and panel color sample.
* If screening from view is required, please provide all plant material information: evergreen variety, size, quantity, and placement on the lot.

# Exterior Maintenance or Improvement – Other

Please refer to the **VAT HOA Community Handbook**, pp. 18-29 for the specific exterior maintenance and improvements that denote \*REQUEST TO REVIEW REQUIRED\* Please provide all of the specifications required to meet compliance with the design guidelines.

|  |
| --- |
| Exterior Maintenance or Improvement - OTHER |
| Manufacturer |       |
| Material(s) |       |
| Design |       |
| Color(s) |       |
| Contractor*If applicable* |       |
| Project Description & Drawing*Including, but not limited to: dimensions, size, quantity, and placement on lot* |       |

# NOTE(S): If screening from view is required, please provide all plant material information: evergreen variety, size, quantity, and placement on the lot.