

**Kensington Courts Community Association
Architectural Request Form**

Name: _____

Date: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Type of Request: Deck Shed Pool Addition Driveway Landscape
 Fence Exterior Other: _____

Explanation of Alteration: _____

Dimensions: _____ Material: _____ Color: _____

Anticipated Start Date: _____ Anticipated Finish Date: _____

Is this a temporary alteration? No Yes (please indicate anticipated length of time: _____)

Have you obtained a town permit? Yes No Not Required (If yes, please attach a copy of permit)

Please include the following information with the architectural request form (where applicable/available):

- Property survey/sketch showing location of proposed alteration, property boundaries, residence, etc.
- Elevation views of proposed decks, house additions, landscaping, etc.
- Images of proposed sheds, fences, pools, landscaping, etc.
- Copy of town permit

Notes:

- Architectural requests must be submitted and approved prior to start of work.
- Please review community bylaws and covenants prior to submission of architectural request for specific requirements and limitations regarding alteration. Additionally, the KCCA Board has developed policy statements regarding the bylaws and covenants to assist residents in understanding the bylaws/covenants. The bylaws/covenants and policy statements are available on the website, or are also via hardcopy for a nominal fee.
- Please allow up to 30 days for a response from the Board.

Board Use Only

Date Received: _____ By: _____ Reviewed By: _____ Date: _____

Approved as submitted

Approved, with comments: _____

Denied Reason: _____

Date of Board Response: _____ Follow-up: _____
