



**The Courtyards at the Links at Gettysburg
Request for Approval to Improve/Modify
Residence Exterior and/or Landscaping**

A. Contact Information:

NAME(S): _____

ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

B. PROPOSED EXTERIOR CHANGE

Outline, in detail, the proposed improvement, alteration or change, including size(s), color(s), materials, and location, and attach the required information listed in paragraph C of this form. Submit a separate form for each change being requested. _____

C. INFORMATION REQUIRED TO SUPPORT THIS PROPOSAL

Please attach the following items in support of this application:

1. A sketch or other illustration of the proposed improvement as it will appear when completed. This may include drawings, photos, or other pictures, or catalogues illustrative of the colors, materials, or other products that will be used.
2. A plat of your property, if your plat is not available, a drawing annotating the location of the proposed alteration to your existing architecture or landscaping. Your landscape designer can provide this for you.
3. Landscape plantings should include photos of plants with information as to the height and width of the plantings at maturity. **NOTE:** Your landscape designer usually can provide a landscape design, photos and plant maturity information.

D. PROPOSED STARTING DATE: _____

E. ANTICIPATED COMPLETION DATE: _____

F. PLEASE NOTE:

1. **NO PROJECT MAY BEGIN WITHOUT PRIOR WRITTEN APPROVAL**, which may be granted after an on-site visit by an ARC committee member and approval of the Executive Board. Applicant will notify the ARC once project has commenced.
2. Although HOA rules and regulations require that the applicant be notified within 60 days of receipt, we make every effort to complete the review and approval much sooner. If you need to begin by a certain date, please note that in your application.
3. If this application is approved, **the subject project must be completed no later than six (6) months from the date of written approval**. If the approved project changes or applicant needs more time, applicant must request an extension of the six (6) month timeframe explaining the reason for noncompletion and receive written approval for the part of the project that has changed or remains to be completed. Applicant will notify the ARC at beginning of the project and within 7 days of project completion. HOA reserves the right to inspect the project for compliance with approved application.
4. Approval does not relieve applicant of the need to observe all local zoning ordinances; meet all applicable legal requirements; and abide by the rules and regulations of this community. If required, it is the responsibility of the homeowner to ensure that all relevant permits are obtained from the governing Mt Joy Township and/or Adams County entity, to include all applicable building permits and variances.
5. In addition to obtaining prior HOA and local jurisdiction(s) approval, applicant may need to identify the location of utility lines and sprinklers before you start the project. The ARC Committee will coordinate with the Applicant for an on-site review PRIOR to commencing the project and must also allow time to relocate sprinklers affected by your project, if applicable.
6. HOA approval does not assume responsibility for the safety, construction, operation, maintenance, or any accident, injury or claim that may arise from the change or use of improvement.

G. APPLICANT(S) SIGNATURE(S) I understand the rules concerning the proposed improvement. This improvement in no way encroaches on any neighbor's property, homeowners Association common area(s) or public utility. I hereby agree to provide a copy of any occupancy permits issued by the appropriate governing bodies to the Association prior to commencing the project, if applicable. I further agree that, if any portion of my property, or the Association's property is disturbed or damaged, I am responsible for restoring private and/or common elements to original or better condition.

Signature _____ Date _____

Signature _____ Date _____

Submit completed application with appropriate attachments via email or postal mail to:

Email: ***Courtyards.HOA.ARC@Gmail.com***

Postal Mail: Courtyards HOA, 200 Clubhouse Drive, Box 2
 ATTN: ARC Chairman
 Gettysburg, PA 17325