



Hampton Cove Owners Association
180 Old Highway 431, Suite F
Hampton Cove, AL 35763
www.hamptoncove.com

Date Received: _____ Staff _____ Lot # _____

ARCHITECTURE REVIEW COMMITTEE

arc@hamptoncove.com
MODIFICATION REQUEST
APPLICATION

- APPROVED
 DENIED

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

CONTRACTOR/ INSTALLER: _____ PHONE: _____

PROJECT START DATE: _____ COMPLETION DATE: _____
EMAIL: _____

Architectural and design standards for Hampton Cove preserve the beauty of the neighborhood and homeowners' property values. Any change, addition or modification affecting the exterior of, design of, or footprint of, your property requires approval from the Hampton Cove Owners Association Architecture Review Committee (ARC). Applications are reviewed for compliance with the Hampton Cove Owners Association Declaration of Protective Covenants, Standards & Restrictions and applicable neighborhood Supplementals. Plans are not reviewed for structural design, quality of materials or compliance with City of Huntsville Code of Ordinances. Review may take up to 45 days. Applications are reviewed in the order in which they are received. Proceeding with work prior to HCOA approval is a Class A major infraction. A \$250 fine may be imposed. Application, if approved, is valid for 6 months.

SELECT TYPE OF MODIFICATION: *Please see Guideline lists for required information*

- Addition
- Exterior Paint Color Change (including brick exterior, front door, garage door, shutters, trim, gutters, fascia, etc.) or roof shingle color change
- Pool/Spa (must include fence, landscaping plans and City of Huntsville permit)
- Accessory Building (including but not limited to pool house or detached garage)
- Landscape (including but not limited to planting or removing trees/stumps, shrubs, mulch, grass, garden beds, retaining wall etc.) Stumps must be completely removed and the area sodded
- Outdoor Hardscape (including but not limited to decks, patios, porches, pergolas, outdoor fireplace/pit, outdoor kitchen, gazebos, sidewalks, driveway/parking pad, exterior lighting, etc.)
- Playset/Sports equipment such as a permanent basketball goal or playset
- Fence (use Fence Modification form)
- Solar Energy Collector or Electric Vehicle charging station

SCOPE OF WORK: Provide a brief description of the modification

Application requirements: See Guideline lists for required information. More information may be requested by the ARC

- Signed application form** (an electronic signature is acceptable)
- Site Plan/Plat map** showing location of the home on the lot and the location of all proposed improvements and proposed modifications. Set backs clearly labeled. This may include photography of the property or drawings with markups to show proposed modifications or a plat map from the [Madison County Tax Assessor](http://www.madisoncountytax.com) website. The term "set back" refers to the distance from the front, side, and rear property lines.
- Proposed plan and specifications** of the modification including all dimensions, measurements, elevations, roof pitch, square footage, etc. Plans must include sufficient detail to enable the ARC to determine whether such modification is compliant with the provisions in the Hampton Cove Owners Association Protective Covenants and Standards & Restrictions (revised 2018). These documents are available on www.hamptoncove.com.
- Materials list** that includes all exterior materials, finishes and paint/stain samples (include manufacturer and code, example Sherwin-Williams SW 3006 Sandcastle)
- Additional supporting documents**

Incomplete applications will NOT be processed or approved

HOMEOWNER ACKNOWLEDGEMENTS:

- No work may proceed without written approval by the Hampton Cove Owners Association (HCOA) Architecture Review Committee (ARC). Any construction or alteration to the subject property prior to approval is prohibited and may be subject to a fine. Homeowner may also be required to return the property to its original condition at homeowner's own expense.
- Project will commence within 6 months of date of approval. If project has not commenced, a new application must be submitted.
- Modification/addition will adhere to the architectural and design requirements per the HCOA's Declaration of Protective Covenants of Hampton Cove, Standards & Restrictions (revised 2018) and the applicable Supplementals
- Approval of modification or addition is contingent upon the improvement being completed in a neat and workmanlike manner and reasonably within the construction schedule submitted in application
- The modification/addition/project will not detrimentally affect the drainage of any common property or surrounding lots. Owner/applicant is responsible for correcting any drainage problems to such areas that may occur as a result of this project.
- The HCOA and ARC assume no liability resulting from the approval or disapproval of any plans submitted. The HCOA and ARC assume no liability and make no representations regarding the adequacy or quality of such plans or whether such plans comply with any or all governing authority requirements. The ARC review, comments, and/or approvals do not relieve the Owner/applicant of their responsibility and obligation to comply with the Declaration of Protective Covenants of Hampton Cove, Standards & Restrictions and applicable Supplementals (unless a specific exemption is granted by the ARC).
- Plans and specifications are not reviewed for engineering or structural design or quality of materials, and by approving such plans and specifications neither the ARC, the members thereof, nor the HCOA assumes liability or responsibility for such plans and specifications. Neither Declarant, the HCOA, the ARC, the HCOA Board, not the officers, directors, members, employees, and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any Owner of property affected by these restrictions by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications. Every person who submits plans or specifications and every Owner/applicant agrees that he will not bring any action or suit against Declarant, the HCOA, the ARC, the Board, or the officers, directors, members, employees, and agents of any of them to recover any such damages and hereby releases, remises, quitclaims, and covenants not to sue for all claims, demands, and causes of action arising out of or in connection with any judgment, negligence, or nonfeasance and hereby waives the provisions of any law which provides that a general release does not extend to claims, demands, and causes of action not known at time of the release is given.

I (owner applicant) certify that the submitted information is an accurate representation of the proposed modification/addition. I also certify that the modification/addition will be completed in accordance with the approved application.

OWNER SIGNATURE: _____

PRINT NAME: _____ **DATE:** _____

Signature indicates owner/applicant understands and agrees that as per the Protective Covenants of Hampton Cove and Standards & Restrictions. The HCOA Architecture Review Committee has up to 45 days from submission of *complete* application to process and review the request. Proceeding with proposed modification without approval may result in a fine. Owner/applicant agrees any member of the HCOA Board or its representatives shall have the right, during reasonable hours and after reasonable notice, to enter upon any property to inspect for the purpose of ascertaining whether or not these restrictive covenants have been or are being complied with.

SUBMIT COMPLETED APPLICATION TO THE HAMPTON COVE OWNERS ASSOCIATION ARCHITECTURE REVIEW COMMITTEE: ARC@hamptoncove.com

REVIEW PROCESS: The HCOA Architecture Review Committee (ARC) may take up to 45 (forty-five) days to render a decision once a fully completed application is received. The 45-day review period will begin only after submission of all *required documentation*. The ARC may request additional information to help clarify the requested modification. The 45-day review period will be suspended while the ARC awaits a response from the homeowner. Notification of approval or disapproval will be via email. Requests to appeal an ARC decision must be made in writing within 30 (thirty) days after the application has been returned to homeowner/applicant. Application is valid for 6 (six) months. Project must commence within 6 months of date of approval. If project has not commenced, a new application must be submitted.

HCOA-ARC Use only

- APPROVAL** **ARC Signature:** _____ **Date:** _____
- DENIAL** **ARC Signature:** _____ **Date:** _____

COMMENTS: