Kingsborough Homeowners Association
ARCHITECTURAL CONTROL COMMITTEE
HOMEOWNERS REQUEST FOR CHANGE (June 2024)

Please know it is the goal of the review committee to respond to submissions in a timely manner. The process may take up to 30 days depending on the individual request and the extent of changes being requested. **The 30 days begin once the application is complete, including requests for additional information.**

Note: No work is to be initiated by homeowners until the Architectural Board has approved. If works starts, before approved and it's denied, homeowner agrees to return to original condition at their cost

1. Name_____ Phone_____

Address_____

Lot #_____ Email_____

Estimated start date _____

Estimated completion date _____

In accordance with all Association governing documents, covenants, easements, charges, liens and the Associations rules and regulations, I request consent to make the following changes, alterations, renovations, additions and/or removals to my property.

2. Briefly describe the proposed change:

_____

_____

_____

_____

3. Type of work to be done

- ☐ Exterior Paint
- ☐ Roof
- ☐ Landscape / Hardscape
- ☐ Construction
- ☐ Other

EXTERIOR PAINT please provide the following information

* max of 3 total colors on a home in Kingsborough

What are you painting?

If you are refreshing existing paint and not changing color then list Color as ‘Same’

If changing color provide Color Name & Brand, for each item selected: Bonus if you attach sample

- ☐ Trim (Windows) Color: _____ Brand _____
- ☐ Front Door Color: _____ Brand _____
- ☐ Cement Board Color: _____ Brand _____
- ☐ Garage Door Color: _____ Brand _____
- ☐ Gutters Color: _____ Brand _____
- ☐ Fence Color: _____ Brand _____
- ☐ Other Describe Other _____

Painter name & phone number _____

Company name _____

ROOF

Are you changing the color of your shingles

- ☐ No - no further info required from you
- ☐ Yes - Please provide shingle manufacturer and color

Name of roofing contractor _____

LANDSCAPE / HARDSCAPE

- ☐ Adding
- ☐ Removing
- ☐ Modifying

Describe Landscape / Hardscape Request: _____

_____

_____

_____

_____

_____

_____

_____

Will this work by done by homeowner, contractor, combination

- ☐ Contractor
  - Contractor Name: _____
  - Phone #_____
- ☐ Homeowner

☐ Combination

Contractor/Company Name: _____

Phone # _____

Materials to be used:

If adding or modifying please attach rendering along with materials to be used and location on property.
IE - If adding a retaining wall list materials, height, length and location on property in proportion to your house.

CONSTRUCTION

Construction includes but is not limited to: covered patios / pergolas, enclosed or any addition to your house any outside structure including privacy panels, firepits.
Include rendering, on plat, of project including location and relationship to house. Include measurements.

Type of project for Board consideration: _____

_____

_____

_____

_____

_____

If the proposed project is an addition or alteration that would change the structural appearance of your
lot, please attach the following information.

A. Plot plan indicating the location and dimensions of the project.
B. Blue prints or working drawings indicating all necessary dimensions and elevations.
C. If available, a photograph or drawing of a similar completed project.

Project schedule:

Estimated Start Date: _____

Estimated Completion Date: _____

Materials to be used

☐ Stone
☐ Brick
☐ Concrete
☐ Trex

- ☐ Cedar
- ☐ Other

Please list below the major construction materials that will be used in this project. Be as specific as
possible. (Exterior materials must conform to those used on the original building or be sufficiently
Compatible. If equipment is being used, please list dates and where it will be placed.

_____

_____

_____

_____

Will this work by done by homeowner, contractor, combination

- ☐ Contractor
  Contractor Name: _____
- ☐ Homeowner
- ☐ Combination
  Contractor Name: _____

OTHER

Example: Driveway extension, swing sets, trampolines, playhouses, basketball poles, permanent sporting equipment, hot tubs or other work not related to other categories noted above. Requires plot diagram with location indicated.

Description::

_____

_____

_____

_____

_____

GENERAL INFORMATION

Will there be changes or modifications in basic utility services or existing structures to accommodate
the proposed change(s)? Please indicate.

- ☐ Electric
- ☐ Gas

- ☐ Water
- ☐ Cable
- ☐ Exterior Walls
- ☐ Patio Slab
- ☐ Patio Fencing
- ☐ Sidewalks
- ☐ Pavement
- ☐ Sewage
- ☐ Other

Will the proposed project extend beyond your property line?

- ☐ Yes
- ☐ No

If yes, please provide the name and address of the affected homeowner or state if common area
Please complete all pages and return them to:

D. Are there any building permits required? _____ If yes, please include them with your submission.

NOTE: All submitted materials shall remain the property of the association. You may wish to make a
copy for your personal records.

I hereby acknowledge that I have read and understand the Architectural Control Standards set forth by the by-laws and the Architectural Control Committee (A.C.C.) Guidelines. Furthermore, I understand and agree that any additions, improvements, repairs, or alterations to my property are the sole responsibility of the homeowner and homeowner shall be fully responsible for maintenance, repairs, upkeep on same and completion of stated project by the time line projected or within 6 months of the
ACC approval.

Homeowners Signature _____ Date _____

********* FOR COMMITTEE USE ONLY *********

Date Submission Received _____ Rec'd By _____

Submission Packet Complete: Yes or No

If No, action taken:

_____

_____

Committee Decision: Approved _____ Denied _____

If Denied, reasons for denial: _____

Approved/Denied by Community Architectural Committee:

Signature: _____ Date: _____

Approval/Denial Notification sent to homeowner via Mail _____ or Email _____

Please complete all pages, as applicable, and return to the ACC form via email to certel@ekirkpatrick.com or by mail to KMC at:
5702 Kirkpatrick Way, Indianapolis, IN 46220