



HOA ARCHITECTURAL REVIEW

REQUIREMENTS & EXPECTATIONS

In order to be considered, the following information must be included in your Request Submission Form:

- Plot Plan (survey) of your lot, with location of proposed modification marked.
- A detailed description of the project along with any brochures, sketches, and/or photographs (to scale is preferred).
- Dimensions, materials, colors, textures, and shapes of all improvements described.
- Approximate cost of the project.
- Desired start date and estimated time to complete.
- Who will be completing the work? Please include their license number.
- Storm water management plan from a licensed Engineer – **NO Exceptions!**

*Note: This is **required** for any structure that causes the land to be impervious, including a deck. This may not be required by the township/borough but is required for HOA approval. An inspection report is also required before the stone is put down and after the project is complete, from that engineer.*

Please keep in mind the following:

- Shed colors and material **MUST** match your existing home colors and material.
- You are **NOT** to block any drainage easements or swales.
- Soil amendments are **NOT** to be disturbed.
- PA One call **MUST** be made before you dig (dial 811).
- You will need to obtain a permit from the township/borough after the HOA approval.

HOA Approval may take up to **60 days** from the time a **complete** request is received. Incomplete submissions may take longer. Projects must **NOT** be started until the HOA approval letter has been issued. **We are not able to accommodate rush requests!**

Please submit all information by email to info@jamyershomes.com OR by mail to J. A. Myers Homes at 160 Ram Dr. Hanover, PA 17331.

If you have any questions, please contact us at 717-632-9406.



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REQUEST SUBMISSION FORM

Date Submitted: _____

Name of Homeowner(s): _____

Phone Number: _____ Email Address: _____

Address: _____

Development: _____ Lot #: _____

This request is for: _____

Description of Proposed Change: (Please include colors, style, location, size, materials, etc.)

Contractor: _____ License #: _____

Cost: _____ Desired Start Date: _____ Approximate End Date: _____