

Hamilton Hills Homeowner's Association
Application for Approval of Exterior Architectural Alteration/Addition

Date: _____

Homeowner Information:

Name: _____ Phone: _____

Address: _____ E-mail: _____

I/we request that Hamilton Hills HOA approve the architectural addition/alteration at the above address. It is understood that the HOA will promptly approve, adjust or disapprove this request within 45 days from receipt.

Work to be Completed:

Describe the exterior architectural addition/alteration to be done at the above address. (Specifically describe any work involving electrical, plumbing, heating and utility changes; or wall modifications and removal. Please include the nature, kind, shape, height, materials, floor plans, color scheme and location).

Attach preliminary diagrams/plans showing proposed addition/alteration. City of Savage guidelines are listed below.

- a) **Decks:** Attach an elevation (side view) drawing of the proposed deck, a description of the materials and finished colors, and a copy of your lot survey marked to show the proposed deck location. Permit is required.
Deck Checklist: <https://www.cityofsavage.com/home/showpublisheddocument/3430/637883796203973693>
Deck Handout: <https://www.cityofsavage.com/home/showpublisheddocument/3354/637883787550370000>
- b) **Fences:** Attach a drawing or photo of the proposed fence, the fence height, a description of the materials and finished colors, and a copy of your lot survey marked to show the proposed fence location. Fences that are six (6) feet in height or shorter do not require a permit. All code requirements apply even if a permit is not required.
City/Savage link: <https://www.cityofsavage.com/home/showpublisheddocument/3366/637883787581457325>
- c) **Patios:** Attach a list of the materials (including colors) and a copy of your lot survey marked to show the location and dimensions of the patio.
- d) **Swimming pools:** Attach a copy of the In-Ground Pool Checklist found at the City of Savage website:
City/Savage link: <https://www.cityofsavage.com/home/showpublisheddocument/3422/637883796184900000>
- e) **Solar Panels:** Attach a copy of the Solar Checklist found at the City of Savage website:
City of Savage Link: <https://www.cityofsavage.com/home/showpublisheddocument/3434/637883796214910448>
Minnesota: Section 500.216 - LIMITS ON CERTAIN RESIDENTIAL SOLAR ENERGY SYSTEMS PROHIBITED, Minn. Stat. § 500.216 <https://casetext.com/statute/minnesota-statutes/property-and-property-interests/chapter-500-estates-in-real-property/section-500216-limits-on-certain-residential-solar-energy-systems-prohibited>
- f) **Sheds and other structures:** Attach a copy of the checklist for Sheds found at the City of Savage website: City/Savage link: <https://www.cityofsavage.com/home/showpublisheddocument/3528/637950396464909801>
- g) **For all other proposed alterations or improvements,** including Satellite Dishes and other electrical instruments, provide as much detail as you can along with a lot survey indicating the location of the alterations or improvements.
- h) **Permits required** by the City of Savage:
Permit Fees: <https://www.cityofsavage.com/home/showpublisheddocument/3743/638100761634070000>
Permit Plan review: <https://www.cityofsavage.com/home/showpublisheddocument/3470/637951241339570000>

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Estimated Work Start Date: _____ **Estimated Completion Date:** _____

If using a contractor licensed by the State of Minnesota, include that information below. **If the homeowner/resident is doing the installation, list your name and indicate "self".**

Contractor Name: _____ **Phone:** _____

License Number (if applicable): _____

The undersigned agrees to the following conditions:

- 1) The applicant will consider the board's recommendations before finalizing any contracts.
- 2) The applicant is responsible for payment for any damage or impairment of any structure or grounds including sidewalks, streets and adjoining property resulting from the proposed construction activities. The Hamilton Hills Association will not be responsible for any damage and will be held harmless from legal actions.
- 3) Construction work must be performed in accordance with all the rules and regulations of the State of Minnesota and the City of Savage. Please refer to the City of Savage website for securing building or other permits that are required prior to construction.
- 4) No alteration/addition shall be constructed, erected, removed, or maintained, nor shall any addition to or any change, replacement or alteration thereof be made, until plans and specifications showing the nature, kind, shape, height, materials, floor plans, color scheme and location of the alteration/addition have been submitted to and approved in writing by the Board. The Board's intention is to offer applicants suggestions in regard to questionable designs and documents that are submitted. The Board will try to expedite approvals, denials, or modified approvals. Work must be completed as represented in this application.
- 5) Additional information required by the Board of Directors must be promptly submitted.
- 6) The Board shall have the reasonable right to approve or disapprove the size, exterior design, color, materials, landscaping, and location with respect to all proposed alterations/additions and major exterior improvements.
- 7) The determination of the Board shall be final and binding upon the applicant; provided, that no improvement shall be erected or shall be allowed to remain which violates any of the covenants, conditions or restrictions contained in this document, or which violates any governmental law, zoning or building ordinance, or regulation.

Signature of Homeowner(s): _____ **Date:** _____

Submit THIS FORM TO: hamiltonhillshoa@gmail.com

Date Received _____ Date Approved/ Denied _____

Approval/Denial BY _____

From the Hamilton Hills Association By-laws: " No construction of any building, fence, wall or other structure shall be commenced, erected or maintained upon a lot, nor shall any modification, decoration, or other change of any kind be commenced, erected or maintained upon a lot or exterior of any buildings on a lot without prior written approval by the Board of Directors . . . Approval shall not be given until plans and specifications showing the nature, kind, materials and location of the same shall have been submitted to the Board of Directors in sufficient detail to assure its structural and maintenance soundness and its compliance with the architectural scheme and harmony in relation to the surrounding structures and topography of the complex. . . It is the sole duty and responsibility of the applicant to employ an architect or other person to design the requested modifications in a safe and architecturally sound manner. . . (the Board) shall have the power and right to employ inspectors and foresters to insure that proper building standards and maintenance of forested areas are maintained. . . (the Board) shall have the right to grant reasonable variances or adjustments of these conditions and restriction in order to overcome practical difficulties and prevent unnecessary hardships arising by reason of the application of the restrictions contained herein."

If any changes to the originally approved project need to be made, via the contractor or from the Hamilton Hills Board, please complete the Revision/Adjustment form found on: <http://www.hamiltonhillshoa.com/> and follow the instruction for submission to hamiltonhillshoa@gmail.com The HOA will respond within 14 days of receipt.