

# DESIGN REVIEW APPLICATION

**OPTION 1** Mail to: Barb Freudemann **OR**  
Design Review Committee Chair  
7644 Lake Pointe  
Maineville, OH 45039

**OPTION 2** Drop off at Town Hall  
(Mailbox in Lower Level)

From: Homeowner Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

In the space provided below, please provide a detailed description of the proposed improvement:

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Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

## ATTACH THE FOLLOWING INFORMATION:

- The proposed improvement drawn to scale on a copy of the plot plan
- Manufacturer's cut sheet photo with description of the construction materials you intend to use
- Manufacturer's color samples
- Detailed plans, drawn to scale, and bids from licensed contractors who will be doing the work
- Anticipated date of commencement and completion
- Copy of an approved building permit and zoning permit, if applicable

**TO THE APPLICANT:** Please read carefully and sign in the space provided below. I understand the rules concerning the proposed improvement. This improvement in no way encroaches upon preservation or conservation easements, my neighbor's property or any Village on the Green Common Areas. I agree to abide by the rules of the Association pertaining to improvements and will be solely liable for any construction or maintenance of this improvement. I agree to obtain all necessary licenses and/or building permits, and to meet all legal requirements for building codes. I understand that it is the Board of Trustees' decision to approve the application or not and I agree to abide by its decision. Finally, I am aware that I am required to commence and complete this improvement within six (6) months of the Board's approval, or the approval will become null and void.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Initial Project Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Final Project Approval: \_\_\_\_\_ Date: \_\_\_\_\_