

**Ravenna Architectural Modification Request Form**

Homeowners may submit applications by sending them to the Ravenna ASC and CPVA Manager at the following email addresses: dcarterathome@hotmail.com and atowe@cpvamanagement.com

**Please Note:** Exterior alterations commenced without prior written approval of the Ravenna HOA Board of Directors via the ASC, are in violation of the covenants and are at the applicant's risk.

Applicant Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Application for: (check applicable areas below)

- 1) New Construction \_\_\_\_; Repair \_\_\_\_; Alteration \_\_\_\_; Landscaping \_\_\_\_
- 2) Relocate Existing: Structure \_\_\_\_; Building \_\_\_\_; Fence/Wall \_\_\_\_
- 3) Shed \_\_\_\_; Deck \_\_\_\_; Porch \_\_\_\_; Porch Rails \_\_\_\_; Guttering \_\_\_\_; Excavation \_\_\_\_  
Grading \_\_\_\_; Yard Ornaments \_\_\_\_; Exterior Finish \_\_\_\_; Exterior Color Scheme Change \_\_\_\_

Other: \_\_\_\_\_

**Description of Alteration:** Attach supplemental **sheets, sketches, plot plans and architectural drawings**, as needed, to explain the purpose and details of proposed alteration. Include colors, materials, dimensions, location, photos, etc. **Failure to provide adequate information will result in denial of application.**

**Note:** Approval by the Board of Directors via the ASC does not relieve the applicant of the responsibility for obtaining **Building and Zoning permits**, as required.

**Acknowledgment:** Obtain signatures of adjacent and/or visually affected neighbors. Acknowledgement indicates only awareness of the applicant's intent to make a home modification.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ ASC/Board Signature: \_\_\_\_\_

Application Approved: Yes or No [*Circle One*]

Application Approved with the following stipulation(s): \_\_\_\_\_

\_\_\_\_\_