

# GATEWOOD Architectural Change Request Form

(Please be as detailed as possible)

- \* Complete this form in/with as much detail as possible.
- \* All proposals MUST include a Surveyor's/Plot Plan with area of proposed change clearly marked.
- \* Homeowner is responsible for obtaining any necessary building permits and utilities surveys.
- \* You may apply for more than one change per form (i.e., a fence and a deck).
- \* **Allow thirty (30) days for approval process.**

Homeowner(s): \_\_\_\_\_ Lot Number: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please describe the change in detail including proposed structure, materials to be used and/or size (height) and square footage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any required building permits: \_\_\_\_\_

As marked on your plot plan, does this addition/improvement extend into any Common Area, Drainage, Utility, or Sewer Easement, Landscape or Lake Easement: \_\_\_\_\_ Does your property border a lake: \_\_\_\_\_

Who will be performing the work: \_\_\_\_\_

What is the proposed start date: \_\_\_\_\_ What is proposed completion date: \_\_\_\_\_

By signing below, I understand that I am required to obtain Gatewood HOA Board approval before making any improvements/additions to my home by the Covenants and Restrictions. I acknowledge my obligation to allow sufficient time for the processing of my request.

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

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(Please Do Not write below this line, for Gatewood HOA Use)

APPROVED by: \_\_\_\_\_  DISAPPROVED  Revise and resubmit

Comments/Additional Information requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Received: \_\_\_\_\_ Date Returned to Homeowner: \_\_\_\_\_

Return to: Gatewood HOA c/o Associated Management Inc. (AMI)  
9999 Technology Lane  
Fishers, IN 46038

[rcollier@indyami.com](mailto:rcollier@indyami.com)

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