



Townhouse Association

1 Perralena Lane Hot Springs Village, AR 71909
Phone (501) 922-1375 Fax (501) 915-9347 Email Address hsvthainfo@hsvtha.com

APPLICATION FOR PERMIT TO MAKE ALTERATION AND/OR ADDITIONS TO EXISTING PROPERTY
Work must be completed within 90 days from date of approval. Extensions must be approved by Committee.

Owner _____ Address _____
Telephone # _____ Lot _____ Block _____ Court _____
Townhouse Address _____
Scope of Work: _____

I certify that the above, together with attached plans and specifications, constitute a true description of the proposed building and of the location on the site of all items of construction will be in accordance with these documents. I further certify that I will comply with the International Residential/Building Code, National Electric Code, Arkansas State Plumbing Code, Arkansas Mechanical Code, Local Regulations, and the Hot Springs Village Declaration and Protective Covenants.

Owner's Signature X _____ Date _____
NOTE: This application must be signed by owner

Contractor _____ Address _____
Telephone _____ Cell Phone _____

Contractor's Signature X _____ Date _____
NOTE: This application must be signed by contractor

Please answer the following questions & submit required information as listed on reverse side

1. How close will the room addition be to the POA sewer tank? _____
2. Does such alteration or addition extend beyond present building lines? _____ Yes _____ No
3. Will paint be same color as the on present structure? _____ Yes _____ No
4. Will all material be same as present structure? _____ Yes _____ No
5. Electrical alterations or additions: Yes _____ No _____
6. Electrician's name _____ License # _____
7. Plumbing alterations or additions? _____ Yes _____ No
8. Master Plumber's name _____ License # _____
9. HVAC/R Contractor's name _____ License # _____
10. Square feet of heated area added? _____

HSV TOWNHOUSE ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE (OFFICE USE ONLY)

We have reviewed the attached application for the addition or improvement and our decision is as follows:

_____ The application is approved and will be forwarded to the HSV Architectural Control committee for final determination.
_____ Additional Conditions: _____

_____ The application has been denied because: _____

_____ If the applicant wishes to revise plans to conform to the above, this may be resubmitted.

HSV Townhouse Association Architectural Review Committee (approves _____ declines _____) this application as submitted and meets with the specifications and guidelines set forth by the Standards and Controls Committee of the Townhouse Association. The HSV Townhouse Association submits this application for POA approval provided it meets all HSV ACC specifications and guidelines.

X _____ Date _____
Representative Signature (Required)

HSV TOWNHOUSE ASSOCIATION

APPLICATION PROCEDURE FOR BUILDING AND SITE IMPROVEMENTS (Required Information)

Because of strict building codes at HSV, and to protect the townhouse owners, **all building or site modifications are to be approved by the Townhouse Association Architectural Review Committee and the HSV ACC, and necessary permits issued, before construction is begun.** This includes deck extensions, enclosures, or additions, awnings, electric vehicle charging stations, etc., in/on all townhouse units. Following THA approval, plans will be forwarded to the HSV ACC for final approval.

- Any construction that affects landscaping shall cause said landscaping to be corrected and/or replaced at the cost of the contractor or the owner (not the THA). In addition, the contractor doing any work is responsible for removing any debris at the construction site.
- A change of color of the exterior paint, or change of exterior siding, or change in roofing materials or color must have the prior approval of the THA ARC as well as written approval of the other owners in their structural unit.
- In order to protect you, the owner, all construction requires the preparation of adequate engineering drawings, plans and specifications which show the following:
 1. Plat lines and all views of the planned improvement, including elevations, side, end, isometric, etc., to allow THA ARC to determine if property is being improved within the limits of the covenant.
 2. All dimensions, i.e., length, depth, roof structure, number of posts, depth of posts in the ground, storage areas, facing on posts; stone, brick, wood, etc., and a list of all building materials.
 3. Support posts properly anchored in a concrete footing 12 – 24" in the ground.
 4. All deck railings are to be no further than 4" apart and MUST be vertical.

In addition:

5. All materials are to be the same as previously used in/on the building, with the exception of wood shake shingles because of the fire hazard they present.
6. All construction will be done per approved drawings and specifications only.
7. The Townhouse ARC will monitor the building or improvement project, as will the HSV ACC.
8. Applicants must include gutters and/or splashguards on additions or enclosures to keep water from draining onto adjoining townhouse decks or structures.

The following procedures must be followed prior to beginning any construction:

1. The "Application for Permit to Make Alteration and/or Additions to Existing Property" and consent forms must be obtained from the Townhouse Association office.
2. Signatures on the consent form must be obtained from Townhouse Owners of the same structural unit unless the THA ARC waives consent. Obtaining these signatures is the responsibility of the homeowner.
3. The name of the "Contractor" must be shown on the ACC form before it can be approved.
4. The application permit, signed consent forms, one (1) copy of the plans, drawings and specifications, as outlined above, must be delivered to the THA office.
5. The THA ARC will review all applications and pass them on to the HSV ACC for review.
6. After receiving recommendations from the THA ARC, the HSV ACC will review the application and, upon approval, issue permit(s) necessary for the project. No construction should be begun prior to this final approval!
7. When a roof needs replacement, approval must be obtained from the THA ARC. (Wood shake shingles will not be allowed as replacement due to fire hazard.)
8. The THA ARC may recommend that the Townhouse Board of Directors approve any application for improvements when any owners in the same structural unit fail to reply to the consent form, or if objections appear to be unreasonable.



Townhouse Association

1 Perralena Lane Hot Springs Village, AR 71909
Phone (501) 922-1375 Fax (501) 915-9347 Email Address hsvthainfo@hsvtha.com

**CONSENT FORM FOR APPLICATION FOR PERMIT TO MAKE ALTERATION AND/OR ADDITIONS TO EXISTING PROPERTY
MUST BE SIGNED BY ALL OWNERS IN YOUR TOWNHOUSE SECTION**

Owner: _____ Date: _____

Telephone # _____ Lot _____ Block _____ Court _____

Townhouse Address _____

Scope of Work: _____

I certify that I have reviewed the proposed alteration and/or addition to the above listed property.

Townhouse Owner _____ Townhouse Address _____
If objection, please state: _____

Owner's Signature X _____ Date _____ Consent _____ Object _____
NOTE: Must be signed by owner

I certify that I have reviewed the proposed alteration and/or addition to the above listed property.

Townhouse Owner _____ Townhouse Address _____
If objection, please state: _____

Owner's Signature X _____ Date _____ Consent _____ Object _____
NOTE: Must be signed by owner

I certify that I have reviewed the proposed alteration and/or addition to the above listed property.

Townhouse Owner _____ Townhouse Address _____
If objection, please state: _____

Owner's Signature X _____ Date _____ Consent _____ Object _____
NOTE: Must be signed by owner

I certify that I have reviewed the proposed alteration and/or addition to the above listed property.

Townhouse Owner _____ Townhouse Address _____
If objection, please state: _____

Owner's Signature X _____ Date _____ Consent _____ Object _____