

# **WATERSTONE**

## **ARCHITECTURAL APPROVAL PROCEDURE & REGULATIONS**

Requests for architectural approval for any such proposed improvements must be submitted on the Architectural Change Request Form. Should you need a copy of this form it can be obtained through KMC. **Two copies of the plot plan and other information are to be submitted, must accompany** your request and be marked to show the location where the proposed improvement (e.g., wall, fence, deck, patio) will be built. Also, please submit any additional drawings which may aid the committee in reviewing the proposed improvement. These may include such things as pictures of fence types, renderings of decks or plans for additional landscaping. All Architectural Change Requests should be mailed to: **Waterstone Community Association, c/o Kirkpatrick Management Co. Inc., 5702 Kirkpatrick Way, Indianapolis, IN 46220, email to [darnett@ekirkpatrick.com](mailto:darnett@ekirkpatrick.com).**

Please be aware that the Plat Covenants and Restrictions relating to your lot may contain restrictions on the use of lot, including limitations or prohibitions against commercial use, detached accessory buildings and nuisances; restrictions relating to the use of Landscape Easements, Landscape Preservation Easements, Lake Easements, Sidewalk Easements and Utility, Drainage and Sewer Easements; and restrictions relating to temporary structures, vehicles parking, signs, mailboxes, garbage and refuse disposal, storage tanks, water supply and sewage systems, ditches and swales, driveways, awnings, fencing, swimming pools, solar panels and outside lighting. Prior to submitting any request for architectural approval, it is suggested that you review any of these restrictions which may be applicable to the improvement you are considering. Approval of the Architectural Review Committee does not in any way relieve the homeowner from compliance with all Federal, State, County and City Regulations, Codes, Restrictions or Laws. Furthermore, it is the homeowner's responsibility to ensure that all covenants, conditions, and restrictions and easements are in compliance. By completing the proposed project or improvement, the homeowner agrees to hold the Waterstone Homeowner's Association, the Waterstone Architectural Review Committee, and its officers and agents harmless from any action resulting from the homeowner's improvements on his/her property.

Once an architectural approval is granted, **it extends for one calendar year** from the approval date. Should the approved improvement(s) not be completed within the one year time frame, the homeowner must re-submit the request for re-approval. It is the homeowners' responsibility to retain approved applications for their records.

Items submitted during a month will be reviewed and returned before the end of the following month. Lot owner is to keep a copy of all approvals. Fines may be levied per Section 13, Paragraph B.

### **Plot Plan Checklist:**

- |  |   |
|--|---|
| 1. Proposed house shown on plan.   | 8. Proposed floor elevations for 1 <sup>st</sup> floor, basement and garage.  |
| 2. Set back dimensions from front property line, side lines and rear line.   | 9. All easements and set back lines as shown in recorded plat.  |
| 3. Driveway: location, size, type of material and existing and proposed elevations.                                      | 10. All bearings and dimensions as shown on recorded plat.  |
| 4. All existing improvements: public street, storm sewer, sanitary sewer, water mains, sub-surface drain hook-up, etc... | 11. Flood protection grade if it applies.   |
| 5. Proposed improvements: walks (public and private), patios, fences, pools, etc...                                      | 12. Erosion control notes.  |
| 6. Proposed hook-ups to: sanitary, water and sump pump.  | 13. If water service is on the other side of street, a statement that the area of tap will be restored to original condition. |
| 7. Proposed and existing grades: at corners of house, lot corners, side lines and within 20' of house.                   |   |