

**Application for Approval / Addition or Alterations to Property
Carrington Place Homeowners Association / Architectural Control Committee**

The Covenant Restrictions, which are binding on all lots and filings in Carrington Place Subdivision, require residents to obtain approval from the CPHA Architectural Control Committee (ACC) **BEFORE** undertaking any improvements, additions or alterations on their properties. All residents will need to complete this Application which can be found on the neighborhood website at <https://www.cphoa.net/about>. Any work undertaken must comply with the East Baton Rouge Parish Unified Development Code, which can be found at <https://www.brla.gov/706/Unified-Development-Code>.

Refer to Section 3 of the Amendment to the Acts of Restrictions, 2016 for information regarding Improvements. Per said document, the ACC shall have 45 Days to review and respond to the submitted Application for Approval. If it is deemed that additional information is required after the initial submittal, the 45 Day review time will restart when all requested materials have been received. Please reference the Section Number in the Restrictions when submitting the Application for Approval.

This requirement helps to keep and preserve the rights and property values of all Carrington Place Subdivision Homeowners. This process also helps to avoid what can be an issue for all residents who make improvements or alterations that may not be in keeping with the original intentions of the architectural design and construction materials or may be in violation of any dimensional limitations without first securing approval.

If such changes are completed without approval and are in violation of the subdivision Restrictions, the Board of Directors can take appropriate actions, including legal action that may result in the levying of **Fines AND/OR** the **Removal** of the improvements, additions or alterations at the Owners' expense.

This Application For Approval Form must be **Completed** and **Submitted** to an officer or director of the Carrington Place Homeowners Association or emailed to Dennis Dixon, Acting ACC Chairman, ddixon2@protonmail.com (or other current ACC member), in order for a project scope meeting to be scheduled. After the initial scope meeting, a review of the submitted plans will be performed. If approved, a minimum of three ACC members must sign the application and return it to the Owner for work to begin, once any required permits have been issued, with copies to be kept on file. If not approved, a subsequent meeting can be scheduled with the homeowner to discuss possible changes to the scope to bring the design into compliance. Upon completion of the project scope, the Owner should request a final meeting to confirm that construction was performed per the plans submitted.

Applicant's Name: _____ Home Phone: _____
Street Address: _____ Work Phone: _____
Email Address: _____ Cell Phone: _____

Type of Proposed Project: ____ Addition (OR) ____ Alteration

Structure or other Improvements:

____ New Fence (6' or 8' height, change of materials for existing fence, and not pre-existing),
____ Building, ____ House, ____ Swimming Pool (above OR below ground), ____ Shop / Shed,
____ Concrete Paving, ____ Deck, ____ Gazebo,

____ Decorative / Security Gate, ____ Awning, ____ Outdoor Kitchen Area, ____ Generator

Or any other Accessory Use Building as Described in Chapter 9 of the UDC: _____

Location: ____ Front of House, ____ Back of House, ____ Side of House, ____ Roof,

____ Carport, ____ Patio (Front / Back),

Other: _____

Materials: ____ Asphalt Roofing Shingles, ____ Iron or Aluminum Imitation Iron,

____ Brick (if used must match existing), ____ Stucco, ____ Wood,

____ Fiber Cement Board / Siding, ____ Wood, ____ Paint (List color selections)

(No other finishes will be accepted)

Please provide a brief description of the project:

Please also provide the following documents:

- **Drawings—including Floor Plan(s), Site (Plot) Plan and Elevations with Dimensions and Notes describing the extent and configuration of the work as well as the materials to be used.**
 - ******Note: If you should need additional information on the required drawings and information to be provided, please call a current member of the ACC as approvals cannot be granted without these documents.***
- **Specifications of materials, products, systems, manufacturer's information, etc., as required, to be installed which may be helpful in expressing the quality of those products.**
- **This application, completed.**
- **Examples of required drawings and specifications can be provided upon request.**

***The building permit, as issued by the City-Parish, if required, can be applied for upon approval from the ACC. Owners are required to submit a copy of the building permit to be filed with the ACC upon issuance. Photos of the completed work should be submitted upon completion of all projects reviewed by the ACC. Visit <https://www.mygovernmentonline.org/> to apply for a building permit.

Please complete if a Licensed Contractor is required for the proposed project.

Contractor Business Name: _____

Business Address: _____

Ph# _____

Estimated start date: _____ Estimated completion date: _____

The Applicant agrees to comply with all City-Parish ordinances, laws, rules, regulations, etc., including any requirements to obtain a building permit or any other approvals for the work as outlined in the Unified Development Code and other model codes currently in force and adopted by the State and City-Parish.

By signing this document I hereby understand that I am NOT to start any proposed work / project listed above to my property / residence without the signed approval from the Carrington Place Homeowners Association Architectural Control Committee.

The Applicant also understands that the signed approval can be automatically withdrawn (canceled) if the requested construction is not started within **6 months** OR not completed within **18 months**, after which time a new application proposal will need to be resubmitted.

Applicant's Signature: _____ Date: _____

FOR CPHA ARCHITECTURAL CONTROL COMMITTEE and / or BOARD OF DIRECTORS USE ONLY

Date of application / proposal was received: _____

Name of who received the application / proposal: _____

Application status response: (please check) _____ **APPROVED**, _____ **NOT APPROVED**,

Name, Date & Signature of Committee Members Reviewing:

_____	_____	_____
_____	_____	_____
_____	_____	_____

If **NOT APPROVED** by the Committee, a meeting with the homeowner is to be scheduled. Comments regarding actions taken, if applicable, are shown below:

Signature & Date of the Committee member who responded to the (**Applicant / Home Owner**)

for the **Approved** OR **Rejected Application**. _____