



### Townhouse Association

1 Perralena Lane Hot Springs Village, AR 71909

Phone (501) 922-1375 Fax (501) 915-9347 Email Address [hsv.tha@sbcglobal.net](mailto:hsv.tha@sbcglobal.net)

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? \_\_\_\_\_
11. Have you obtained consent from the other owners in your section? Yes \_\_\_\_\_ No \_\_\_\_\_ THIS IS A REQUIREMENT, please attach written consent(s).

#### 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, 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.

**Adopted by Board 3/6/01**



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**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**

Applicant _____	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

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\_\_\_\_\_