

# Design Review Committee – Application for Modification

**When is a Design Review Application Required?** – A home Owner or other appropriate party must submit a Design Review Application to the Design Review Committee (DRC) when contemplating, and prior to the start of, a project that will in anyway permanently change the exterior appearance of any Lot, Living Unit, or Common Area. Applicable projects include, but are not limited to, all new construction, all exterior repairs and replacements not strictly duplicating original construction, and other projects as specified in Design and Maintenance Guidelines. Columbus Building and Zoning Department will not issue a building permit, where such is required, until the proposed project has received Design Review approval. (Tipton Lakes Community Association (TLCA) Rules and Regulations, Section 3B) Please contact the TLCA Office if you are in doubt as to whether or not a Design Review Application is required for your project.

**How do I get started?** – Complete this Design Review Application, attach supporting documentation as instructed in Table 1 on the reverse side, and return all materials to: Design Review Committee, Tipton Lakes Community Association (TLCA), 6000 Tipton Lakes Blvd., Columbus IN, 47201, (812) 342-8522, [info@tiptonlakes.com](mailto:info@tiptonlakes.com), [www.tiptonlakes.com](http://www.tiptonlakes.com). Do not hesitate to seek assistance on any aspect of planning your project or completing this application from the Association staff. Your application will be reviewed for completeness and acknowledged within five (5) business days with notice to supply missing parts and/or resolve pending violations as may be appropriate. All complete applications received by the first of the month will be reviewed at that month's DRC meeting.

Applicant Name: \_\_\_\_\_

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

Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_ (Email): \_\_\_\_\_

Cluster: \_\_\_\_\_ Lot: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Permit Required:  Yes /  No., Expected Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

By my (our) signature(s) below, I (we) fully understand, pursuant to Tipton Lakes Community Association (TLCA) Governing Documents applicable to all Owners, that:

1. No dwelling, building, structure or improvement of any type or kind shall be constructed or placed on any common areas, Property, or Lake Property without the prior Approval of the Tipton Lakes Design Review Committee (DRC) and that such approval shall be obtained only after written application has been made to the DRC by the appropriate Owner and that such written application shall be in the manner and form prescribed from time to time by the Committee. (Declaration, 3.050)(a)
2. The DRC is empowered to regulate the external design, appearance, and location of the properties and improvements thereon in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography. (Bylaws Section 4(e))
3. A Design Review Application is required to be submitted by the appropriate Owner or other party to the DRC when such party contemplates, and prior to the start of, a project which will in anyway permanently change the exterior appearance of any Lot, Living Unit, or Common Area. (Rules and Regulations, Section 3(A)(1))
4. I (we) have not yet received, nor expect to receive, expressed or implied approval, or promise of future approval, in part or in whole, pending DRC review of this Design Review Application.
5. Any action on my (our) part(s) to make or cause permanent changes to the exterior appearance of any Lot, Living Unit, or Common Area as described in this request, or otherwise, prior to receiving DRC approval, will constitute a violation of Declaration, subject to the enforcement procedures, including the seeking of an injunction and reimbursement of all incurred costs including attorney fees.
6. The DRC shall not be responsible for any defects in plans, specifications, and other materials, nor for any defects in work done according thereto. Further, the DRC makes no representation or warranty as to the suitability or advisability of designs, engineering, methods of construction, materials, or compliance with local and state building codes. (Declaration, Article III, Sec. 3.05, Par. (v))

Applicant Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Table 1. Supporting Documentation\*

Productive processing of Applications for Modification relies on having clear, complete, and concise descriptions of proposed projects. Please identify one or more project types in the columns to the right that most closely correspond to your proposed project. Prepare and attach required documentation  and other documentation  that may be needed to adequately describe the project indicated in the columns below each project type.

	Tree(s)	Landscaping	Decks & Docks	Fences	Porches & Patios	Doors & Windows	Paint	Retaining Walls	Pools	Roofing	Room Addition	Out Buildings	Satellite Dish
<input type="checkbox"/> Application for Modification <input type="checkbox"/> Application for Fences and Screens <input type="checkbox"/> Application fee (\$250) for modifications requiring a building permit and changes the exterior footprint and/or elevation of the home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Site Plan <input type="checkbox"/> Full Lot View <input type="checkbox"/> Structure Location(s) (new & existing) <input type="checkbox"/> Detail Enlargement(s) (as appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Structure Plan <input type="checkbox"/> Scaled and Dimensioned Plan View <input type="checkbox"/> Scaled and Dimensioned Elevation View(s) <input type="checkbox"/> Scaled and Dimensioned Detail View(s) <input type="checkbox"/> Materials & Accessories <input type="checkbox"/> Manufacturer, Type, and Model			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Landscape Plan <input type="checkbox"/> Plant Beds <input type="checkbox"/> Scaled Plan View(s) <input type="checkbox"/> Bedding Manufacturer, Type, Color <input type="checkbox"/> Edging Manufacturer, Type, Color <input type="checkbox"/> Tree(s), Shrub(s), Plant(s) <input type="checkbox"/> Locations, Varieties, Sizes <input type="checkbox"/> Drainage Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Appearance Plan <input type="checkbox"/> Manufacturer, Type, Model, Color, Material Samples			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Photographs <input type="checkbox"/> Wide View(s) of Project and Surroundings <input type="checkbox"/> Close-Up View(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Examples, related helps, and FAQs are available at [www.tiptonlakes.com/members/design.html](http://www.tiptonlakes.com/members/design.html).

**Section 2 (to be completed by TLCA staff)**

Application received: \_\_\_\_\_ Checked: \_\_\_\_\_ Acknowledged: \_\_\_\_\_

Application type:  Modification /  Violation. Notice of Violation sent (date): \_\_\_\_\_

If applicable, \$250 Application fee received: \_\_\_\_\_

Application docketed: \_\_\_\_\_ Requester and Cluster committee notified: \_\_\_\_\_

Reviewed: \_\_\_\_\_ Disposition:  Tabled,  Rejected,  Approved,  Approved w/Amendment

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notice of DRC Decision Sent: \_\_\_\_\_ Completed Project Inspected: \_\_\_\_\_