WESGLEN MASTER ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE FORM
HOMEOWNER PROJECT SUBMISSION FORM

PAGE COMPLETED BY HOMEOWNER

Return the completed form to the Wesglen Clubhouse. For information on the requirements and conditions listed below, refer to *Section 9* in the *Wesglen Master Association Declaration of Covenants, Conditions, Restrictions, and Easements*, as well as the *General Rules, Section 3 in the Wesglen Master Association Rules and Regulations*.

HOMEOWNER INFORMATION

Name _____ **Email** _____

Phone _____ **Subdivision & Address** _____

PROJECT TYPE

I am requesting permission for the following construction and or installation:

☐ Sidewalk ☐ Driveway ☐ Swing/Play Set ☐ Patio ☐ Deck

☐ Wall ☐ Fence ☐ Exterior Lights ☐ Satellite Dish ☐ Hot Tub

☐ Other: _____

CHECKLIST

☐ **Plat of Survey:** Draw all proposed improvements on a Plat of Survey.

☐ **Materials List:** Provide a detailed list of materials and plants to be used in construction or landscaping, including the dimensions of the area to be constructed and the common names of plants, shrubs, and trees. Additionally, include a color sample of the intended materials.

☐ **Construction Proposal:** If construction will be performed by a contractor, attach the contractor's plan/proposal.

☐ **Village Permit:** Attach permit for any exterior work on home, including roofs, siding, sheds, fences, etc.

☐ **(Optional) Cover Letter:** If desired, submit a one or two-paragraph description of your plan to help the committee better understand a more complex request.

SPECIAL INSTRUCTIONS

Fences: Fences must be continuous, either by connecting to an existing fence or fully enclosing an area with a new fence. If attaching your fence to a neighbor's, complete the Neighbor *Fence Attachment Authorization Form* on page 2. If the neighbor refuses, enclose the entire area. *NOTE:* Using different styles/materials for piecemeal fencing may result in disapproval.

Walls/Terraces: Indicate the maximum height the proposed wall/terrace will be above ground level.

Satellite Dishes: Place satellite dishes out of the sight lines of the exterior side walls of the house when possible.

HOMEOWNER SIGNATURE

I understand that final approval may take up to one month after submitting this completed form. I acknowledge that projects must be completed within 120 days of approval. Additionally, I recognize that I am responsible for notifying the Clubhouse once the project is finished, and that the association will inspect the approved project within 60 days to verify completion.

Signature _____ **Date** _____

REQUIRED BY ILLINOIS LAW **Call J.U.L.I.E. before you dig! Dial 811 at least 2 business days before any digging to request a utility location.**

WESGLEN MASTER ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE FORM
NEIGHBOR FENCE ATTACHMENT AUTHORIZATION FORM

PAGE COMPLETED BY HOMEOWNER INSTALLING FENCE AND NEIGHBOR(S)

This form authorizes a neighbor to attach a new fence to an existing neighbor's fence.

HOMEOWNER INSTALLING FENCE INFORMATION

Name _____ **Address** _____

NEIGHBOR 1 INFORMATION

Name _____ **Address** _____

I, the homeowner mentioned above who has an existing fence, hereby grant permission to the requesting homeowner to attach their new fence to my existing fence at the above address.

Homeowner Signature _____ **Date** _____

NEIGHBOR 2 INFORMATION

Name _____ **Address** _____

I, the homeowner mentioned above who has an existing fence, hereby grant permission to the requesting homeowner to attach their new fence to my existing fence at the above address.

Homeowner Signature _____ **Date** _____

NEIGHBOR 3 INFORMATION

Name _____ **Address** _____

I, the homeowner mentioned above who has an existing fence, hereby grant permission to the requesting homeowner to attach their new fence to my existing fence at the above address.

Homeowner Signature _____ **Date** _____

NEIGHBOR 4 INFORMATION

Name _____ **Address** _____

I, the homeowner mentioned above who has an existing fence, hereby grant permission to the requesting homeowner to attach their new fence to my existing fence at the above address.

Homeowner Signature _____ **Date** _____

REQUIRED BY ILLINOIS LAW **Call J.U.L.I.E. before you dig! Dial 811 at least 2 business days before any digging to request a utility location.**

WESGLEN MASTER ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE FORM

ARCHITECTURAL REVIEW COMMITTEE ACTION FORM

PAGE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

HOMEOWNER INFORMATION

Name _____ **Project Type** _____

Address _____ **Date** _____

APPROVE / DENY RESPONSE

The Architectural Review Committee has reviewed the plans submitted. Review the information below.

☐ **Approved:** Approval has been granted for the use and location only of the submitted plans. Approval does not constitute any review or approval as to the adequacy or sufficiency of the design itself. For your own protection, may we suggest that you obtain a certificate of insurance and contractor's license number (if applicable) from your contractor. You must also comply with all other State and Local rules and regulations. A building permit may be necessary from the Village of Romeoville. **Upon completion of work, call the clubhouse at 815-372-2830. The association will inspect the approved project in 60 days to confirm completion.**

☐ **Conditions Apply:** The following condition(s) apply:

_____

☐ **Denied:** Plans cannot be approved at this time due to the following reasons and/or bylaws:

_____

☐ **Resubmit:** Work with your contractor, and resubmit the plans with revisions as indicated:

_____

SIGNATURES

ARC Member 1 _____ **ARC Member 4** _____

ARC Member 2 _____ **ARC Chairperson** _____

ARC Member 3 _____

REQUIRED BY ILLINOIS LAW **Call J.U.L.I.E. before you dig! Dial 811 at least 2 business days before any digging to request a utility location.**