

ARCHITECTURAL CHANGE REQUEST

The MEHA Architectural Change Request Form must be submitted BEFORE any exterior improvement or alteration that will change the exterior appearance of the residence/property begins. This architectural change request process must be completed in addition to (and is also required for) applying for a building permit from the City of Farmington Hills

Please refer to the “General Restrictions and Architectural Control” provisions of the MEHA bylaws. Examples of changes that must be approved include (but are not limited to): exterior housing/shutter color schemes, decks, windows, roofing, patios, dog runs/yard fencing, siding, sun rooms, and additions.

APPROVAL PROCESS:

1. Submit the Architectural Change Request Form for consideration and approval to the MEHA board.
Submit the Change Request Form to: **MEHA Architectural Committee via email: meadowhillsmeha@gmail.com OR bring a completed form to the next MEHA Board Meeting.
2. The MEHA Architecture Committee will review the form and contact you. If approved, the form will be signed by MEHA board. If the Change Request is denied, the MEHA board will provide you with a written explanation why. All submitted requests will be responded to within 10 days and decisions made within 30 days of submission.
3. Obtain a building permit from the city (**required** for changes to your home). Contact the Zoning Department of Farmington Hills (248-474-6115), located at 31555 Eleven Mile Road. A city inspection is also required upon completion of the project. Failure to comply with these procedures will result in a city-enforced action.

We appreciate your cooperation with this process to help maintain and preserve the architectural unity and beauty of our neighborhood while improving the individual properties in our community. If you have any questions, please email the MEHA board at meadowhillsmeha@gmail.com.

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MEADOWHILLS ESTATES HOMEOWNERS ASSOCIATION

Per the MEHA By-Laws Article V, Architectural Control, Section 1, the Board of Directors in conjunction with the Architectural Committee must approve any such changes or additions before work can begin and ensure that all EXTERIOR improvements (including color changes) meet with the overall aesthetic criteria established in the subdivision. The City of Farmington Hills will not allow a building permit to be issued without this form, so please allow adequate time for review. Furthermore, the Committee will not approve an improvement "after the fact" ... it is your responsibility to seek approval BEFORE the project is begun.

NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

STREET ADDRESS (Include lot number, if known):

PROJECT DESCRIPTION (Include drawings, pictures, sample paint colors and diagrams that will help us better understand your intentions. The more information, the easier the decision. If project involves additions or decks, please submit "professional" renderings, not thumbnail sketches.)

DATE SUBMITTED: _____

APPROVED

DECLINED

BY: _____ DATE: _____