

Worthington Owners Association
Architectural Committee
PO Box 1504
Southaven MS 38671

Application for Architectural Change(s) – page 1 of 2

Owner(s): _____
Address: _____
Lot #: _____
Signature(s): _____
Date: _____

Instructions: (print or type)

Provide in the space below a brief description of all proposed changes, alterations or improvements that you desire to make. If necessary, please attach copies of catalog materials, clippings, drawings, illustrations or other pertinent materials that can best illustrate and/or clarify your request. You must also show, as exactly as possible, the location of the change on a survey copy of your lot. **Note:** You must complete, sign and date both pages 1 and 2 before mailing this request to the above address.

Neighbor Approvals:

The Committee requires that you secure the approval of at least three of your immediate neighbors who will have a view of your change because they are either adjacent to your property or in line of sight of the change. It is important to understand that disapproval by any neighbor does not constitute disapproval by the Committee. Rather it is an attempt to make your immediate neighbors aware of your intent and to avoid any future bad feeling or objections by other owners.

Owner(s): _____ Remarks: _____
Address: _____
Lot #: _____
Signature(s): _____

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Application for Architectural Change(s) – page 2 of 2
Owner’s Acknowledgements

Owner(s): _____
Address: _____
Lot #: _____

As Owner/Applicant making this request to the Architectural Committee (AC) of the WOA for change (s) on my property I acknowledge the following:

1. I have read and understand section 14 of the WOA Covenants titled *Architectural Control*. I further understand that these guidelines are legally enforceable.
2. I understand that acquiring the proper building permits necessary to the work is my responsibility. I further understand that acquiring building permits does not override my obligation to secure AC approval before work begins.
3. I agree that no work on my project will begin until approval – in writing – from the AC has been obtained.
4. I understand that any deviation from approved plans must be resubmitted to the AC for additional approvals.
5. I understand that any deviation from plans approved by the AC will result in said approval being revoked and may result in legal action by the Board of Directors to reverse any changes in process or completed.
6. I understand that, if this request should be denied, I have a limit of 10 days from the date of denial notification to appeal directly to the Board of Directors for review as described in section 14.4 of the Covenants.
7. I agree that members of the AC are granted permission to make routine inspections of any work in progress.
8. I understand that the thirty-day “period” allowed for the AC to approve or deny any request begins on the day the application is officially received by the AC and not from the date the application was written or mailed. This beginning date will be noted and initialed at the bottom of this page.
9. I understand that this application is valid for 90 days after the approval date. Any work performed after the ninety day period must be approved by the AC. Projects remaining incomplete without AC approval after the 90 day period are subject to the rules governing covenant violations.

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Below for Architectural Committee use only

Date Received: _____
Received by: _____

Date Approved: _____ Initials: _____ Approval valid through: _____
Date Disapproved: _____ Initials: _____

Remarks: _____

