# YOUR HOMEOWNERS ASSOCIATION PROPERTY IMPROVEMENT HANDBOOK 

The following Property Improvement Memo has been provided to assist Homeowners in preparing Property Improvement Applications to the Association. It lists information which must appear on submitted applications.

## Sample Site Plan

See Definitions for Site Plan.
The Sample Site Plan below shows additional information needed, in green, for application of wooden deck.


## Application Requirements

- Completed Application Form.
- Site Plan - You must use the site plan of your actual property provided by your Developer/ Builder as basis for application.


## Add to the Site Plan:

- If building a dog house; drawing of proposed location of new dog house, kennel or dog run
- Dimensions of the proposed structure
- Indicate material used to build the structure
- Impervious area calculations

You may be required to provide additional information, including photographs of your site, to meet specific requirements of the Property Improvement Committee.
You may not begin construction until you receive all of the appropriate approvals.

## Construction Requirements:

- The work, either in process or completed, may not divert water from your lot onto adjacent property.
- Dog structure, if roofed, must not exceed allowable impervious surface on your property.
- Concrete floor of dog run or kennel is considered an impervious surface (see Definitions section) and will be included in the lot coverage calculations. See Figures D and E.
- Your yard must be fully fenced prior to installation of dog structure.
- Top of dog structure's roof may not exceed 6'-0' from grade at its highest point.
- Pre-fabricated dog houses are allowed without a PIC application process, but must be located behind a fully fenced, rear or side of yard.


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Dog Houses<br>Examples

## Figure A

Dog House Examples


## Construction Recommendations:

- Dog structure must be located in your side or rear yard, with regard to privacy of neighboring homes.
- Dog structure may not be a lean-to enclosure.
- Roof of dog structure may not be attached to the siding of your house or the fence.
- Unstable and unsecured dog runs and fences, which may cause dogs to escape, are not allowed
- Maximum size of free standing dog house is 36"wide x 38"deep.
- Permanent roof materials are strongly encouraged. Use of fitted tarp as roofing material may be allowed based on careful evaluation by the reviewer.
- Drainage: If changes in grade are anticipated, they should be indicated on the application. Generally, approval will be denied if adjoining properties are adversely affected by changes in grade and drainage.
- Site inspections may be required.


## Notes

