



# HOMEOWNERS ASSOCIATION OF CRYSTAL SPRINGS INC

P.O. Box 441570 | Indianapolis, IN 46244

[manager@crystalsprings.club](mailto:manager@crystalsprings.club)

## APPLICATION FOR EXTERIOR ADDITION/STRUCTURAL CHANGE

This form is used to request formal approval for an exterior change (e.g. fences, pools, additions) to your house or property. Please print and complete this application, then sign, date, and then either scan/email back to [manager@crystalsprings.club](mailto:manager@crystalsprings.club) or fax to (317) 541-0002. The Board will review the request and provide a response within 14 days. Decisions are usually made much quicker.

LOT # \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOMEOWNER \_\_\_\_\_  
PHONE \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

### Evaluation

Please attach a sketch or design for the requested exterior addition or structure change and add a description, if necessary, addressing the points below; manufacturer's literature is welcome.

- 1) Materials, color and style of addition
- 2) Front and side view elevations with dimensions
- 3) Location and depth of any required cuts or fills in soil
- 4) Show the location of any existing utilities or drainage courses (if applicable)
- 5) Indicate an anticipated start date and completion date
- 6) Secure a building permit from the city (if applicable)
- 7) Fence height (if applicable)
- 8) Picture of what final product will look like, if possible

Comments

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### Location of exterior surface or structure change

Please attach a plot plan of lot showing location of home and proposed change/addition. Please note that all fences must be constructed so that the finished side faces outside of perimeter, and no structure of any kind will be permitted to encroach on established easements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date