

**SAVANNAH GREEN HOME IMPROVEMENT REQUEST FORM (HIRF)**  
**WORK MAY NOT COMMENCE UNTI APPROVAL IS RECEIVED**

To: Savannah Green HOA c/o (Architectural Review Committee)  
P.O. Box 1045  
Williamsburg, VA 23187-1045

Email: [sghoa@cox.net](mailto:sghoa@cox.net)

Name(s) of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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*The Declaration of Covenants requires that you submit a Home Improvement Request Form (HIRF) to the Architectural Review Committee (ARC) for approval of all proposed exterior additions, changes or alterations to your home **prior to starting any work**. Make sure your application is complete. An application submitted without all required documentation will be considered incomplete. In such case, the review period for the ARC will not commence until all required documentation has been received. Other exhibits may be requested to permit adequate evaluation of the proposed change. Please contact the ARC for any questions pertaining to the completion of this form.*

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**Improvement Checklist:**

- a. \_\_\_\_\_ Two (2) copies of architectural plans – one to be returned to you with approval, one to be filed with SGHOA.
- b. \_\_\_\_\_ A to-scale site plan showing the location, size, and shape of improvement(s) to residence and/or additional structures; specific distances to adjoining properties.
- c. \_\_\_\_\_ Elevation drawings (if applicable).
- d. \_\_\_\_\_ A grading plan (if applicable).
- e. \_\_\_\_\_ Detailed written description of improvement(s) to include materials, design, and color (appendix A).

**Instructions:**

- 1. No clearing, grading, or construction may commence before written approval is granted.
- 2. Obtain neighbor notification signatures of adjoining properties – see below.
- 3. Mail or email completed documents to ARC (see above).
- 3. Please allow at least 30 days prior to planned start of construction.

**Owner Acknowledgements: I/we understand and agree (initial):**

- 1. \_\_\_\_\_ are responsible for all landscaping, grading and/or drainage issues relating to the improvements.
- 2. \_\_\_\_\_ are responsible to obtain all required city approvals and related permits.

3. \_\_\_\_ are responsible for any damage to adjoining property or injury to third persons without SGHOA's involvement.
4. \_\_\_\_ authorize SGHOA ARC members to enter upon my property to inspect/authorize proposed changes.
5. \_\_\_\_ have read and understand the SGHOA covenants sections 7 and 8 and the SGHOA Architectural Guidelines.
6. \_\_\_\_ agree that all work performed will be in compliance with these guidelines.

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

\_\_\_\_\_  
Date

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**Neighbor Notification:** I have seen and understand this application (agreement is not required).  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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*(For ARC Use Only)*

Application is APPROVED/DENIED: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Member Member Member Date

Reason(s) if denied: \_\_\_\_\_  
\_\_\_\_\_



