



Sienna Reserve Owner's Association
Architectural Control Application
c/o Sunrise Property Management Group
P. O. Box 402 / Huntertown, IN 46748
260-625-6605 | info@sunrisepromgt.com

Name(s) _____ Date _____ Lot _____
Address _____
Email Address _____ Phone # _____
Projected Start Date of Project _____ Projected End Date of Project _____

Please be aware of the following:

- Residents or their contractors are responsible to call 811 for utility locates
- Homeowner is responsible to confirm all projects stay within their own property lines
- Most projects require permits. Please call the Allen County Department of Planning at 260-449-7607 first and then call the Allen County Building Department at 260-449-7131. Residents or their contractors are responsible to call these departments and obtain permits
- Please read the Architectural Control Guidelines and Restrictive Covenants before planning your project. Copies can be found on our website at www.sunrisepromgt.com or on the Appfolio portal
- All projects should be completed within 60 days of start date
- You are required to provide a plot plan for most architectural control projects (specified below)
- You should include contractors plans if applicable and any pictures or examples of your project
- The Architectural Control Committee has 30 days to review all applications once all required information has been provided by resident. You will be contacted by Sunrise when they have come to a decision.
- An approval from the committee must be sent back PRIOR to your project beginning. No exceptions.

Options to submit the application and supporting documents:

1. Upload all documents on the Appfolio portal
2. By mail: Send to Sunrise Property Management Group, PO Box 402 Huntertown, IN 46748
3. By email: Send to info@sunrisepromgt.com . PLEASE SUBMIT APPLICATION AND ALL OTHER PAPERWORK AS ONE ATTACHMENT

Projects that require approval from the Architectural Control Committee:

Please indicate the proposed project type by placing an "x" next to description(s) below and provide a brief description of the project

☐ Fence	☐ Deck	☐ In Ground Pool	☐ Hot tub
☐ Pergola	☐ Gazebo	☐ Playset	☐ Patio or patio extension
☐ Roof replacement*	☐ Room addition	☐ Screened in patio/3 season room	☐ Basketball goal
☐ Flagpole	☐ Retaining wall	☐ Attached Solar Panels*	☐ Landscaping
☐ Trash Can Enclosure	☐ Other (please describe on next page)		

* Does not require plot plan

Description of Project: _____

Required information about your project

Fences:

Height: ___ 4' ___ 6'
Material: ___ White Vinyl ___ Black/Bronze Metal
Style: ___ Picket ___ Ornamental ___ Solid (privacy)

Deck/Patio/Gazebo:

Material: ___ Wood ___ Composite ___ Other _____
Color: _____
Dimensions: Length _____ Width _____

Dimensions all proposed improvements must be written on your plot plan - See page 3 for example

All other projects (if applicable)

Color: _____ Materials: _____ Height: _____

Contractor name (if applicable) _____

I attest that I am the current homeowner of this property and that I have read and comply with the conditions of this application.

x _____

Homeowner's Signature

Action taken by Architectural Control Committee

Date application received _____ Date of decision _____

___ Project requires more information _____

___ Project not approved _____

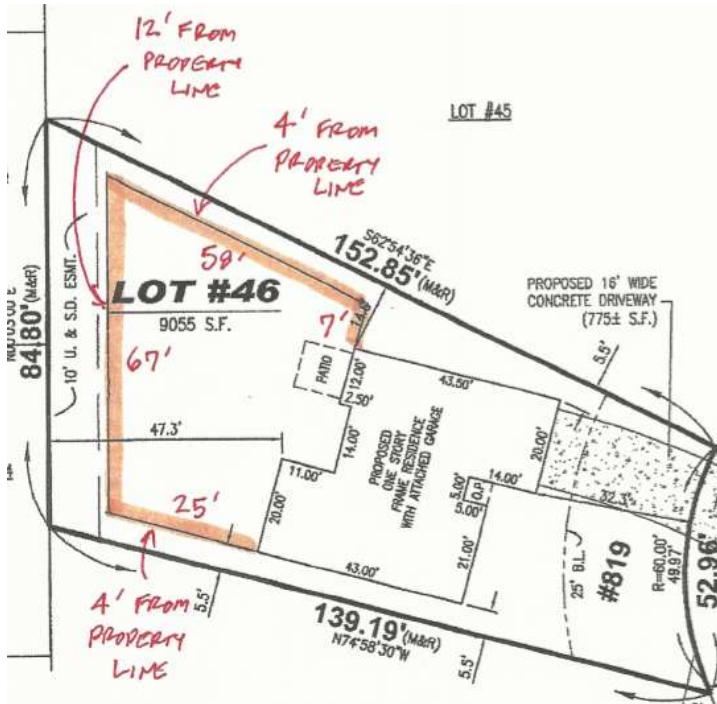
___ Approved with conditions _____

___ Approved by _____

These are examples only. You will need to attach a plot plan of your home with your dimensions and other required info with your application.

If you can't find a copy of your plot plan, please create a sketch of your property with your proposed project and indicate distances from your project to all property lines (does not need to be to scale but measurements must be accurate)

EXAMPLE OF REQUIRED PLOT PLANS FOR FENCES



FENCE REQUIREMENTS

1. Plot plan of lot with location of fence
2. Sketch of proposed location and dimensions of home on lot fence
3. Exact dimensions of fence
4. Exact distances from all property lines
5. Location of gate(s) if applicable

RESTRICTIONS

- No fences within 2' of any property line
- No fences forward of the back of the home
- Fences on utility easements permitted with the understanding the homeowner is responsible for all expenses incurred to remove, repair or replace the fence if damaged by utility company

EXAMPLE FOR OTHER STRUCTURES



DECK, PATIO, GAZEBOS, PERGOLAS, IN-GROUND POOLS, HOT TUBS, IN-GROUND BASKETBALL GOALS & FLAGPOLE REQUIREMENTS

1. Plot plan of lot with location and dimensions of home on lot
2. Sketch of proposed project
3. Exact location of project
4. Exact dimensions of project
5. Exact dimension of project relative to home and property lines