



Aspen Meadows Homeowners Association | Plainfield, IL 60586

Instructions to obtain approval for an architectural improvement:

Two (2) documents are necessary to obtain approval for an architectural. Both are required by the City of Joliet.

First is the architectural improvement form that can be found on page #2.

Second is the Survey Plat you received upon purchase of your home. On a copy of the survey plat, mark the location of the improvement you are making. DO NOT SEND the survey plat without the improvement marked on it. If your survey plat is too large to scan, you can get a reduced copy made at Staples or other office supply store. If unable to get a reduced copy, you can simply take a clear photograph of the survey so you can email it. The City of Joliet REQUIRES a copy of the survey. Any drawings, estimates, or documents from your contractor may be helpful, but not acceptable in lieu of the plat.

FENCES: No fences are allowed in the front or side yards. The fences in the backyard may not extend forward of the rear corner of the house on either side. The only exception is if you have a side entrance to the home, not including garage utility/service doors. In that case, the fence may come forward of the side door by no more than 3 feet. Please indicate the height and what type of materials are being used (wood, vinyl, etc.).

SOLAR PANELS: No solar panel may be installed higher than the upper ridge of the section of roof upon which it is installed. When submitting the survey plat for the solar panels, it MUST have the ridgelines of your roof drawn on the house outline and the location of the solar panels marked on the sections of the roof.

REPLACEMENTS OF ROOFS, WINDOWS & GARAGE DOORS: The Aspen Meadows HOA has NO REQUIREMENTS for approval of replacements for the above assuming the replacements are similar to the original construction. However, the City of Joliet requires that the HOA gives approval before a permit can be issued. Simply fill out the application and send it with the survey and it will be approved as a courtesy so the City can issue your permit.

The HOA makes every effort to respond withing one to two business day(s).



Aspen Meadows Homeowners Association | Plainfield, IL 60586

APPLICATION AND REQUEST FORM

Architectural Improvement/Alteration

Date Submitted: _____ Lot #: _____
Name of Owner(s): _____ Phone: _____
Address: _____ Email: _____

Brief description of the proposed improvement:

The following information **MUST BE INCLUDED** with this request form:

- Plat of Survey depicting the location of the proposed improvement.
- A description of the proposed improvement as accurate as possible. Photos and shop drawings are helpful.
- The type of material being used.

1. Under no circumstances does approval by the homeowners association indicate full authorization. In addition, it may be necessary to obtain building permits and structural approval as required by the City of Joliet. All improvements are subject to local building regulations and restrictions of record.
2. If the homeowner proceeds without all necessary approvals, he/she may be subject to legal proceedings as well as having to remove all unauthorized improvements.
3. Formal written approval may take up to one (1) week. Please allow enough time prior to onset of work to be done for the review process.
4. All work must begin in 90 days and be completed within 120 days of the date of approval unless noted otherwise. Failure to meet the deadlines voids approval and you will have to re-apply.

Homeowner Signature

Date

Request Approved _____

Request Denied _____

Signature of Board Member

Date

Submit completed request form and required documentation via email to amhoaws@gmail.com