

SANDRIDGE HOMEOWNERS ASSOCIATION

ARCHITECTURAL COMMITTEE REVIEW FORM



This is the approved request form for use in obtaining SHOA approval for changes to your lot or structures thereon. Any construction you undertake subject to restrictions contained in the **Declaration of Covenants, Conditions and Restrictions of Sandridge** must be approved by the Architectural Committee. The committee will meet on a monthly basis to consider requests. Emergency or expedited requests will be handled on an as-needed basis.

Instructions: Complete this form and email it along with a copy of a drawing and/or plan of the proposed change to ArchitecturalCommittee@SandridgeHOA.com. If you have questions concerning use of this form, please email Info@SandridgeHOA.com.

I _____ request approval for the following improvement:
(Name)
_____ to be completed on my property
(Brief Description)
at _____. I have included a drawing and/or plan showing the proposed change.
(Street Address)

I propose to begin the project on or about the following date: _____.
(Date)

(Signature or Alternate Validation¹) (Date Submitted)

This Section for Committee Use Only

To: _____

Your request for improvement to your property as noted in the above request is:

Approved

Disapproved (See attached)

(Chairperson) (Date)

¹ To provide a valid form of identity you may:

1. Using Adobe Reader XI or newer, use the **Place Signature** option to directly write your signature on the form using your mouse, webcam, or a scanned in signature file. This is the preferred method. (See instructions on SHOA website on how to do this).
2. Enter the check number of the most recent payment of SHOA annual dues made for the referenced address in the Alternate Validation space.
3. Print out this form, sign on the signature line, and then rescan as a pdf.