

Instructions for Completing Our Construction Approval Request

Printed Version

You have accessed the printed version our Construction Approval Request form. This form is designed to assist you in presenting your construction plans to the Board of Directors for consideration. These instructions should be helpful to you as you proceed. The form is divided into three Main Sections: Owner and Property; Project Description; and, Contractor Detail.

Owner and Property

This section permits you to identify yourself and your property. Be certain to include your contact information and the anticipated project start date and finish date. We understand these are estimated dates; however, it is important to us to know the planned time frame. Be certain you sign and date the form in this section.

Project Description

This section will attract most of your attention. It is here where you describe what you are proposing. To make it easier for you to complete we have created four panels that cover the more popular construction events you may undertake. They include Fence construction or replacement, Roof replacement, Garage Door and/or Driveway replacement and the Exterior Painting of your house. If your project is covered by one or more of these topics, just complete the appropriate panel(s).

If, however, your project is not covered by one of these panels you can skip to the two panels labeled "Describe Your Project" and "List Your Materials". Describe in as much detail as possible the construction you propose to undertake followed by a detailed list of the materials you plan to use. Providing as much information as you can in these two panels will certainly help to speed up and promote the more efficient handling of your request.

These two panels also have a secondary use. If you find that the panels addressing Fence Type, Roof, Garage Door or Driveway or Paint do not allow sufficient space for the information you want to show us for consideration, you may use these two panels to detail that information. Should you require more room continue your detail on a plain piece of paper and attach it to the form.

Contractor Information

If you are using a contractor for your project, please complete all of the information listed in this section in case we need to make contact with them.

Be Advised: Our Deed Restrictions require you to submit drawings/plans if you plan any construction except for painting the exterior of your house or replacing your roof surface.

Mail your completed Construction Approval Request form to: SHFA-HOA, P.O. Box 186, Longwood, FL 32752-0186 or, email it to: sleepyhollowfirstaddition@gmail.com

Construction Approval Request

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Owner and Property

Property Street Name and Number		Owner's Name	
Owners Phone	Owner's Email Address	Project Start Sate	Project Finish Date
Person Making Request Printed Name		Person Making Request Signature	
		Date	

Project Description

Complete the panel(s) below that best fit your project(s)

Fence Type	Fence Height	Fence Color
<input type="checkbox"/> Aluminum <input type="checkbox"/> Chain Link <input type="checkbox"/> Masonry <input type="checkbox"/> PVC <input type="checkbox"/> Redwood <input type="checkbox"/> Solid Wood <input type="checkbox"/> Wrought Iron <input type="checkbox"/> Other _____		

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Roof	Roof Color
<input type="checkbox"/> Asbestos Shingle <input type="checkbox"/> Asphalt Shingle <input type="checkbox"/> Cedar Shake Shingle <input type="checkbox"/> Clay Tile <input type="checkbox"/> Concrete Tile <input type="checkbox"/> Metal <input type="checkbox"/> Slate <input type="checkbox"/> Other _____	

Garage Door or Driveway	Garage Door Material _____ Color _____	
	Driveway Material <input type="checkbox"/> Concrete <input type="checkbox"/> Concrete Tile <input type="checkbox"/> Concrete Pavers <input type="checkbox"/> Other _____	Color _____

Exterior Painting Each block addresses a location on your house. Complete the blocks that pertains to your paint project	House Body	Paint Manufacturer Name _____	Front Door	Paint Manufacturer Name _____
	Color Name _____	Color Number _____	Color Name _____	Color Number _____
	Trim	Paint Manufacturer Name _____	Side Door	Paint Manufacturer Name _____
	Color Name _____	Color Number _____	Color Name _____	Color Number _____
	Shutters	Paint Manufacturer Name _____	Garage Door	Paint Manufacturer Name _____
	Color Name _____	Color Number _____	Color Name _____	Color Number _____

Complete the following two panels if your project is not listed above or if you want to include more information about the project you listed above

Describe Your Project – provide as much detail as possible

List Your Materials – list in detail the materials you plan to use

Contractor Detail

Contractor Company Name		Contractor Full Address		
Contact Person's Name	Contact's Email Address	Contact Phone Number	License #	

HOA Use Only

Date Received	Date Processing Completed	Processed By	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
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