

HIGHLANDS NEIGHBORHOOD ASSOCIATION

Architectural/Landscape Improvement Submission Form

SUBMISSION PROCESS

1. Complete this form and attach all required supporting documents. Submissions must be made electronically.
2. Clavis Property Management checks the package for administrative completeness and returns incomplete packages.
3. Complete packages are forwarded to the Neighborhood Appearance Control Committee and Control Board.
4. Clavis informs the owner of the decision and retains the submission package and decision on file.

OWNER & PROPERTY INFORMATION

Name(s) of property owner

Property address

Homesite number

Phone

Email address

Briefly describe the proposed architectural/landscape improvement

NEIGHBOR COURTESY & AWARENESS

Communicate the proposal to adjacent or affected homes, or the next nearest neighbor. This is courtesy and awareness—not approval.

Owner name

Street address

Date

Initials

Owner name

Street address

Date

Initials

SUBMIT TO CLAVIS PROPERTY MANAGEMENT

jcookclavispm@gmail.com | 717-516-1073 | 3448 Trindle Road, Camp Hill, PA 17011

HIGHLANDS NEIGHBORHOOD ASSOCIATION

Required Supporting Documents

ATTACH THE FOLLOWING TO YOUR ELECTRONIC SUBMISSION

- ☐ Photograph of the area to be improved (digital preferred).
- ☐ Photograph of materials to be used (digital preferred).
- ☐ Drawing of the entire property, including property lines, neighboring structures/open spaces, alley, sidewalk, street, house, garage, and pertinent landscaping.
- ☐ Scope of work showing what is being done and where.
- ☐ Contractor construction plans, or owner construction plans for self-performed work.
- ☐ Proposed architectural design showing style, flow, and finished appearance.
- ☐ Description of all materials and colors, including brochures or photos.
- ☐ Landscape plans, when applicable, including tree replacements under Section 6.3.5 of the Declaration.

Attachment names or additional project notes

OWNER CERTIFICATION

I certify that the information submitted is accurate and that the supporting documents describe the project sufficiently for the Association to review and visualize the proposed plan.

Property owner signature (type full legal name)

Date

SUBMIT TO CLAVIS PROPERTY MANAGEMENT

jcookclavispm@gmail.com | 717-516-1073 | 3448 Trindle Road, Camp Hill, PA 17011

HIGHLANDS NEIGHBORHOOD ASSOCIATION

Association Review — Association Use

Date received by Property Manager

☐ Complete

☐ Incomplete

Date returned to owner

Date forwarded to NACC

NEIGHBORHOOD APPEARANCE CONTROL COMMITTEE

Date request received

☐ Recommend

☐ Not recommended

Chairman signature

Board member initials

Stipulations

Date submitted to Neighborhood Appearance Control Board

HIGHLANDS NEIGHBORHOOD APPEARANCE CONTROL BOARD

Date request received

☐ Approved

☐ Rejected

Signature of presiding officer

Stipulations / reason for rejection

SUBMIT TO CLAVIS PROPERTY MANAGEMENT

jcookclavisp@gmail.com | 717-516-1073 | 3448 Trindle Road, Camp Hill, PA 17011