

# Dakota Dunes Community Association, Inc.

## **Information for Submitting an Application for an Architectural Improvement or Modification- ALL REQUESTS MUST BE SUBMITTED BY NOON THE 2<sup>ND</sup> MONDAY OF EACH MONTH. MEETINGS ARE HELD THE 2<sup>ND</sup> WEDNESDAY EVERY MONTH.**

Modifications, improvements, repairs, or replacements of any type, whether temporary or permanent, structural, aesthetic or otherwise (collectively referred to as “alterations”), including, but not limited to, any structure, building, addition, deck, patio, fence, wall, enclosure, window, exterior door, antenna or other type of sending or receiving apparatus, decoration, color change, shrubbery or trees, material topographical or landscape change, nor any other improvements to or alterations of any Unit which is visible from the exterior of the Unit, shall **NOT** be, caused or allowed to be, commenced, erected or maintained in any part of the Common Elements, an Owner’s Lot, or the exterior of a dwelling unless and until the plans and specifications have been approved in writing by the Board or the Design Review committee appointed by the Board.

Detailed Design Guidelines are available for The Prairie, The Meadows and The Country Club. If you need additional information to supplement your request, please request a copy. Copies are available in the Documents portion of your homeowner online account, can be emailed to you or a print copy is available in the Association’s office.

### **Instructions [Please [Print](#)]**

Unit Owner (Applicant) Only the Owner(s) of the Unit can submit an *Architectural Improvement and Modification Form (Application)*.

Address of Unit Identification of the Unit where the proposed alteration is to be made.

Description of Project A description of the nature, location, kind, shape, dimensions, color, materials etc. of the proposed alteration. Use additional pages if necessary. Any drawings or plans and specifications must be included.

Work to be Performed By If a contractor is to perform an approved alteration, a complete project design and description must be submitted with this application.

Completion Date Construction must begin within thirty (30) days of the approval of the application and the entire project must be completed within 30 days of commencement of any work or upon the delivery of any supplies, whichever is earliest, unless the DRC grants a longer time.

### **No alterations shall be commenced prior to written approval.**

The Board or its designated design review (DRC) committee has forty-five (45) days from the date that the “Application” is received to approve or disapprove the project. After which, the approval shall be deemed to have been granted, provided that the alteration is completed in accordance with the “Application”.

The Association may undertake any measures, legal or administrative, to enforce compliance with its “Design Guidelines”. In addition, the Association has the right to restore any part a modification to its prior condition if any alterations were made in violation of the “Design Guidelines” including but not limited to, any alteration made without an approved “Application” or the completion of an alteration not in accordance with its submitted and approved “Application”.

**PLEASE KEEP THESE INSTRUCTIONS**

## Architectural Improvement/Modification Form

Unit Owner (Applicant) \_\_\_\_\_

Phone (Home/Work/Cell) \_\_\_\_\_

Email \_\_\_\_\_

Address of Unit \_\_\_\_\_

Description of Project \_\_\_\_\_

All improvements must have:

- Site plan showing where additions/alterations are requested to be made
- Supporting material examples and/or pictures of proposed modification

Work to be Performed By \_\_\_\_\_

Completion Date \_\_\_\_\_

I have read the instructions and agree to adhere to the Association's **Design Guidelines and Policies, Rules and Regulations**. The proposed alteration complies with applicable building codes and/or city ordinances.

Signed (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

(Do not write below this line)

Date Received \_\_\_\_\_

Received by \_\_\_\_\_

- Decision
- Approved as submitted
  - Approved with changes indicated in comments
  - Deferred
    - Additional information required
    - Other
  - Denied

Comment \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Date of Project Final Site Inspection \_\_\_\_\_ Accepted by \_\_\_\_\_

Comment \_\_\_\_\_

**RETURN THIS FORM TO: Mail:** Dakota Dunes Community Association, Inc. PO Box 67, N. Sioux City, SD 57049

**Office:** 211 Sioux Pt. Rd. Suite 150, Dakota Dunes, SD 57049

**Email:** [brandi@dakotadunesca.com](mailto:brandi@dakotadunesca.com) or [kim@dakotadunesca.com](mailto:kim@dakotadunesca.com)