

## BLUEBONNET HIGHLANDS HOME IMPROVEMENT REQUEST FORM

In an effort to preserve homeowners' rights and maintain property values, it is required under Article 3.3 of the Bluebonnet Highlands Act of Restrictions that any homeowners, or group of owners, considering improvement(s) to their deeded property, submit a Home Improvement Request Form to the Homeowners Association Council for approval. This must be done PRIOR to initiating work on planned improvements. Examples of improvements include, but are not limited to, exterior paint, additions, outside buildings, fences, driveways, pools and decks. If any change is made that has not been approved, the Council has the right to require the homeowner to remove the improvement from his property. Please fill out this form completely and **EMAIL** to [admin@bluebonnethighlands.org](mailto:admin@bluebonnethighlands.org).

<b>OWNER(S) NAME(S)</b>	
<b>PROPERTY ADDRESS</b> <b>LOT # _____</b>	<b>LAKE LOT?</b> <input type="radio"/> YES <input type="radio"/> NO
<b>PHONE NUMBER</b>	<b>HOME:</b> <b>CELL:</b>
<b>EMAIL</b>	

### PLEASE INDICATE THE IMPROVEMENTS YOU ARE APPLYING FOR:

<input type="radio"/> Concrete	<input type="radio"/> Deck	<input type="radio"/> Doors
<input type="radio"/> Driveway <input type="radio"/> Extension <input type="radio"/> Repair	<input type="radio"/> Gazebo	<input type="radio"/> House Addition
<input type="radio"/> Fence	<input type="radio"/> Outdoor Kitchen	<input type="radio"/> Outbuilding/Shed
<input type="radio"/> Landscape	<input type="radio"/> Patio	<input type="radio"/> Patio Cover
<input type="radio"/> Paint	<input type="radio"/> Roof	<input type="radio"/> Satellite/Antenna
<input type="radio"/> Pool/Spa	<input type="radio"/> Window Replacement	<input type="radio"/> Lighting
<input type="radio"/> Tree Removal/Addition	<input type="radio"/> Sidewalk/Walkway	<input type="radio"/>
<input type="radio"/> Other (Please list)		

### DESCRIBE IMPROVEMENTS IN SPECIFIC DETAIL (ATTACH ELEVATIONS, PROPERTY SURVEY, PICTURES, DIAGRAMS, DRAWINGS, BROCHURES, PAINT SAMPLES, ETC.)

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PROPOSED START DATE: \_\_\_\_\_ PROPOSED COMPLETION DATE: \_\_\_\_\_

***\*AS APPLICABLE, PLEASE DETAIL THE MATERIALS YOU PLAN TO USE FOR YOUR PROJECT. THE WORDS "SAME" OR "TO MATCH" WILL NOT BE REVIEWED.***

LUMBER TYPE(S): \_\_\_\_\_

BRICK OR STONE TYPE(S): \_\_\_\_\_

FENCE MATERIAL(S): \_\_\_\_\_ FENCE HEIGHT(S): \_\_\_\_\_

### SHINGLES

MANUFACTURER & LINE: \_\_\_\_\_ COLOR: \_\_\_\_\_

**PAINT/STAIN (ATTACH SAMPLE)**

SIDING-BODY MANUFACTURER: \_\_\_\_\_ COLOR NAME \_\_\_\_\_

TRIM MANUFACTURER: \_\_\_\_\_ COLOR NAME \_\_\_\_\_

ACCENT MANUFACTURER: \_\_\_\_\_ COLOR NAME \_\_\_\_\_

OTHER MANUFACTURER: \_\_\_\_\_ COLOR NAME \_\_\_\_\_

**\*PLEASE IDENTIFY CURRENT/PROPOSED**

BRICK COLOR:	SIDING COLOR:
TRIM COLOR	ACCENT COLOR:
FRONT DOOR COLOR:	GARAGE DOOR COLOR:

**DIMENSIONS**

LENGTH	WIDTH	HEIGHT	IMPROVEMENT DESCRIPTION
LENGTH	WIDTH	HEIGHT	IMPROVEMENT DESCRIPTION
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**→IS YOUR REQUEST COMPLETE?←**

- Described improvements, and attached elevation drawings, brochures or photos
- Attached your SURVEY showing the exact location of the proposed improvements and distances to the property lines (except for painting, roofs or window replacement)
- Attached sample(s) of the paint, if painting or stain(s) if staining
- Defined the dimensions (length- width – height) of the structure, improvements and/or fence
- Signed application

\*You may attach separate sheet(s) of additional information to assist in the process

*I/We understand that approval by the council is required prior to Bluebonnet Highlands Council proceeding with the project. I/We also understand that BBH Council approval does not constitute approval of the City of East Baton Rouge, Building Department nor the Code Department requirements, and a Building Permit may be required. I/We understand that we/owner are responsible for adhering to all Local/County/State guidelines and will ensure that the necessary permits and/or approvals will be obtained. I understand that the Bluebonnet Highlands Council has forty-five (45) days upon their receipt of a completed Home Improvement Request Form, to review and render a decision on your request. Should the BBH Council request additional information pertaining to your request, that the forty-five (45) day clock restarts upon receipt of the requested information.*

<b>SIGNATURE</b>	<b>X</b> _____
<b>PRINT NAME</b>	_____
<b>DATE</b>	_____

EMAIL COMPLETED FORM WITH ATTACHMENTS TO:

**[ADMIN@BLUEBONNETHIGHLANDS.ORG](mailto:ADMIN@BLUEBONNETHIGHLANDS.ORG)**

**ADMINISTRATOR USE ONLY**

<b>DATE RECEIVED:</b>	<b>DEADLINE:</b>
<input type="radio"/> APPROVED <input type="radio"/> DENIED <b>DATE:</b>	<b>X</b> _____

COUNCIL APPROVAL SIGNATURE