



Home Improvement Application

What is the object of this form?

The object of requiring an owner to file an application with the Association is twofold:

1. To ensure that your planned improvement conforms to the Association’s Declaration, enhances the beauty of the community, maintains the architectural harmony of the community, and in no way inconveniences your fellow owners.
2. To enable the Association to determine what information and assistance it can give to expedite completion of your planned improvements.

When do you file an improvement application?

An application must be submitted for any construction, modification, or addition to the exterior of your building or grounds. A scale diagram of the lot, house, and proposed improvement to show the exact location and dimension must accompany all applications. If in doubt about your particular project, contact the Heritage Glen Owners Association at hoaheritageglen@gmail.com.

Construction, modification, or addition is defined as any of the following:

- Home additions or attached buildings
- Fencing
- Storage sheds
- Roofing and siding
- Driveway and sidewalk repairs, additions, or modifications
- Pools
- Patio covers or gazebos
- Outdoor plumbing or electrical work
- Car ports
- Decking more than 24 inches above the ground or attached to foundation
- Anything that would require a license or permit from Miami Township

The above list is subject to change without notice.

Type of requested improvement: _____

Owner _____ Renter _____ Color: _____

Name: _____ Location: _____

Property address: _____ Dimensions: _____

Phone number: _____ Construction material: _____

Approximate cost: _____ Contractor: _____

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor’s limited common area or common ground. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement. I further agree to obtain all licenses and/or building permits and meet all legal requirements for building codes.

Date: _____ Signature: _____



Heritage Glen Owners Association
PO Box 752091 | Dayton, OH 45475

For Association Use

Date application received: _____

Received by: _____

Approved: Yes No

Date notification letter sent: _____

Signature of Board: _____

Special details or provisions for approval:
