

**THE ENCLAVE OF CARMEL
ARCHITECTURAL & LANDSCAPE CONTROL
APPROVAL REQUEST**

LOT#: _____

NAME: _____

ADDRESS: _____

PHONE: Home _____ Cell: _____

I am requesting the Architectural Committee to approve the following:

Description of request: _____

Name of contractor(s): _____

Drawing/Sketch/Plot/Survey Plan and description of Materials:

Please see Page 2.

Estimated Starting Date: _____ **Estimated Completion Date:** _____

Owner's Signature: _____ **Date:** _____

1. **Be a good neighbor and advise your neighbors of your intent to build your project.**
2. Survey Property: Survey your property lines, stay within your property lines.
3. The homeowner further understands, acknowledges and agrees that any additions, improvements, repairs or alterations to his/her unit are the sole responsibility of the Homeowner and his/her heirs or future Homeowners shall be fully responsible for maintenance, repairs and upkeep on the same.

All plans, plat plans and any pertinent information need to be submitted with this form and sent to: The Enclave of Carmel Homeowners Association, Inc.

c/o Kirkpatrick Management Co., Inc.
Attention: Marissa Brock
5702 Kirkpatrick Way
Indianapolis, IN 46220

You may also fax or email to: Marissa Brock (Customer Service Representative)

Fax # 317-594-5774. Email: mbrock@ekirkpatrick.com

Aug 4, 2025

Drawing/Sketch/Plot/Survey Plan and description of Materials:

(This area is for drawing a sketch of the changes you are wishing to make. If your changes involve changes to the architecture or footprint of your house, you need to submit the architectural drawing(s) for the change. Without this material the request cannot be reviewed and will be returned to the homeowner.)

***All materials used and improvements must meet Architectural Guidelines.**

Reviewed by ACC: _____ Date: _____

Request Approved by BOD: _____ Date _____

Materials Verification or Site Visit by ACC: _____ Date _____

Final inspection by ACC: _____ Date: _____

Aug 4, 2025