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## Hastings Neighborhood Association, Inc. Submission Form for Architectural/Landscape Improvements

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In preparing the Submission Form, please refer to the Hastings Guidelines for Architectural/Landscape Improvements.

Homeowners are required to submit any proposed Architectural/Landscape Improvements for approval using the form attached. Submissions are to be sent to Hastings Neighborhood Association, c/o Rj Community Management, 4900 Perry Highway, Bldg 1 STE 300, Pittsburgh, PA 15229. Calls may be directed to 412-550-0003. **The Hastings Neighborhood Executive Board will review architectural request the first week of each month. Your submission will be held until the upcoming first week of the next month. You will receive a response within the same week.**

Please note that **two** copies of proposed plans and specifications are requested.

**Work may not begin until the Executive Board provides approval, in writing. Any improvements started prior to the receipt of approval may be subject to removal at the expense of the homeowner. Approvals are effective for a six-month period from date of issuance.**

**Any proposed construction may also require a building permit from South Fayette Township. It is the responsibility of the homeowner to obtain such a permit.**

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### Procedure: Review and Approval of Architectural/Landscape Improvements

1. In response to a Property Owner requesting approval of an Architectural/Landscape Improvement, Hastings Neighborhood Association shall provide the Property Owner with the **Architectural/Landscape Improvement Submission Form**. Hastings Neighborhood Association shall also provide the homeowner with pertinent Rules, Regulations and/or Guidelines as adopted by the Executive Board. Property Owner submits the Architectural/ Landscape Submission Form to the Homeowner Association, together with required documents as listed on the form. The supporting documents need to describe the project in a manner that allows the respective Committees to visualize the proposed plan.
2. Homeowner Association reviews the package for required documents. If incomplete, Homeowner Association highlights missing required document(s) and returns to the homeowner.
3. If complete, the Homeowner Association forwards the package to the Neighborhood Appearance Control Board.
4. Architectural Review Committee, as applicable, reviews and recommends approval or rejection, and submits the Package to the Executive Board for review at their next Board Meeting. If the Committee fails to submit the package with their recommendation to the Executive Board within 14 days of their receipt, the Committee is deemed to have no objection to the Property Owner's request.
5. The Hastings Neighborhood Association Executive Board will review the Property Owner's request and the Architectural Review Committee's recommendation at the next Executive Board Meeting. The Executive Board approves or rejects the Architectural/Landscape Improvement request.
6. If approved, the original Property Owner Submission Form is noted as "Approved" and signed by the Presiding Officer, along with any stipulations as required by the Board. If rejected, "Rejected" is documented on Architectural/Landscape Improvement Submission Form, along with the reason for the Board's determination.
7. The Homeowner Association will forward a letter with the Executive Board's determination along with an original Request Submission Package to the Property Owner.
8. The Homeowner Association retains a copy of the Property Owner Submission and accompanying Executive Board decision on file.

# Architectural/Landscape Improvement Submission Form

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Send To: Hastings Neighborhood Association  
c/o Rj Community Management, 4900 Perry Highway, Bldg 1 STE 300, Pittsburgh, PA 15229

Name(s) of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Briefly Describe the Proposed Architectural/Landscape Improvement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

So that neighbors are aware of the proposed improvement, please communicate your proposal to the homes adjacent or effected by the proposal. Document this communication by initials/addresses of other homeowners here:

Initials

Address

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In accordance with Article VI of the Hastings Declaration, please attach the documents for the above described work (please submit two copies; one copy will be returned to you).

Proposed Work/Construction Documents include:

- Plans, construction documents and drawings for the work showing:
  - The scope of the work
  - The proposed architectural design
  - Description of all exterior materials and colors to be used (include any brochures/photos)
- A plot plan showing property lines and grades and site plans, including indication of the dimensions of all proposed structures, including height
- Landscape plans (including tree replacement in accordance with Section 6.1 of the Declaration).

If the submission is complete, the proposal will be reviewed and approved or rejected within 45 days of receipt by the Hastings Neighborhood Association. Incomplete submissions will be returned without review.

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*For Association Use*  
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1. Date Received by Homeowner Association: \_\_\_\_\_

Submission is:

Complete

Incomplete

Date returned to Property Owner: \_\_\_\_\_

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2. Neighborhood Appearance Control Board Forwards to:

a. Architectural Review Committee

(Committee to respond within 14 days of receipt or Committee is deemed to have no objection)

Date Request received: \_\_\_\_\_

Recommend

Not Recommend

Signature: \_\_\_\_\_

b. Landscape Review Committee

(Committee to respond within 14 days of receipt or Committee is deemed to have no objection)

Date Request received: \_\_\_\_\_

Recommend

Not Recommend

Signature: \_\_\_\_\_

Stipulations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted to Hastings Executive Board: \_\_\_\_\_

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3. Hastings Neighborhood Association Board

Date Request Received: \_\_\_\_\_

Approved

Rejected

Signature of Presiding Officer: \_\_\_\_\_

Stipulations/Reason for Rejection:

\_\_\_\_\_  
\_\_\_\_\_