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## Crescent Neighborhood Association Submission Form for Architectural/Landscape Improvements

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In preparing the Submission Form, please refer to the Crescent 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 Crescent Neighborhood Association, c/o Rj Community Management, 4900 Perry Highway, Building 1, Suite 300, Pittsburgh, PA 15229. The completed form may be emailed ([info@rjcmgt.com](mailto:info@rjcmgt.com)), faxed (412) 227-9003 or mailed to the address on the form. **The Crescent 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 that same week.**

**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 Cranberry 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, Crescent Neighborhood Association shall provide the Property Owner with the **Architectural/Landscape Improvement Submission Form**. Crescent 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 Crescent 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: [info@rjcmgt.com](mailto:info@rjcmgt.com)

Mail To: Crescent Neighborhood Association  
c/o Rj Community Management  
4900 Perry Highway  
Building 1, Suite 300  
Pittsburgh, PA 15229

Date: \_\_\_\_\_

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

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

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

Describe the Proposed Architectural/Landscape Improvement:

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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 Crescent Declaration, please attach the documents for the above described work.

Proposed Work/Construction Documents include:

- Plans 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)

Note: If applicant includes a contractor's proposal, quote, scope of work, contract, or agreement, the information therein that is not in concert with the requirements of the Crescent Neighborhood Association Guidelines shall always be **NOT APPROVED** regardless of an Approval by the Crescent Neighborhood Association on the other information in the submission.

- 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 Crescent Neighborhood Association. Incomplete submissions will be returned without review.

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*For Association Use*  
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1. Date Received by Neighborhood 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 Crescent Executive Board: \_\_\_\_\_

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3. Crescent Neighborhood Association Board

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

Approved

Rejected

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

Stipulations/Reason for Rejection:

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