



O'Donnell Square Architectural Change Application

Pursuant to Section 6.1 of the O'Donnell Square Declaration of Covenants, Conditions, and Restrictions and the adopted O'Donnell Square Architectural Guidelines, changes made to the exterior of a property may require prior approval from the Architectural Control Committee. Use this form to request approval for those changes. Residents are strongly encouraged to review both the Covenants and the Architectural Guidelines before submitting an application.

FORM INSTRUCTIONS:

Fill out all required fields and email the form along with any supporting documentation, photos, etc. to architecture@odonnellsquare.com. If you do not receive an acknowledgment of the application submission within 48 hours, please send a message to board@odonnellsquare.com. Please note that, while the ODS CCRs allow the Architectural Committee 30 days to review the application, if the application is missing information, has discrepancies, or any other information is needed for the Committee to render a decision, that 30 day window will not apply.

APPLICANT INFORMATION

NAME:

STREET ADDRESS:

O'DONNELL SQUARE
ADDRESS (If different)

EMAIL ADDRESS:

PHONE NUMBER:

* Please note that the applicant must be the owner of the property.

I affirm that I am the legal owner of the O'Donnell Square property on this application

DESCRIPTION OF PROPOSED CHANGE(S) / IMPROVEMENT(S):

Describe in detail the alterations you are proposing for the exterior of the property. If you plan to make multiple changes, please list them by number (1, 2, etc.).

DESCRIPTION:

FOR DECKS, MATERIALS / FINISHES TO BE USED:

FOR LANDSCAPING, PLANT AND/OR TREE LIST:

CONSTRUCTION / INSTALLATION SCHEDULE:

**** In order to help facilitate the processing of your application, please include photos or screenshots of the materials that you intend to use and the proposed installation location. These should be attached to the email when you submit this application ****



NEIGHBOR ACKNOWLEDGEMENT:

Applicant must discuss the proposed changes with all adjacent neighbors. Owners of homes on a courtyard may need to discuss with additional neighbors due to the close proximity.

NEIGHBOR #1 NAME:

STREET ADDRESS:

EMAIL ADDRESS / PHONE #:

I discussed the proposed

change(s) with this neighbor on:

(date)

NEIGHBOR #2 NAME:

STREET ADDRESS:

EMAIL ADDRESS / PHONE #:

I discussed the proposed change(s) with this neighbor on: _____ (date)

NEIGHBOR #3 NAME:

STREET ADDRESS

EMAIL ADDRESS / PHONE #:

I discussed the proposed change(s) with this neighbor on: _____ (date)

NEIGHBOR #4 NAME:

STREET ADDRESS:

EMAIL ADDRESS / PHONE #:

I discussed the proposed change(s) with this neighbor on: _____ (date)

Please add any additional comments you may have:

***Thank you for taking the time to complete this Application.
Please don't hesitate to reach out to the Architectural Control Committee
(architecture@odonnellsquare.com) if you have any questions!***