



Lake Pointe Community Association, Inc.

904 Mill Lake Road
Fort Wayne, IN 46845
(260) 637-5254

Send All Applications To:
The Newcomb Group
10214 Chestnut Plaza Dr #220
Fort Wayne, IN 46814
tng@newcombgroup.us

APPLICATION FOR VILLAMINIUM IMPROVEMENT PERMIT

A Villaminium Improvement Permit is required for any proposed change to the exterior of a villa or property, including but not limited to, painting, staining wood, building, remodeling, moving or installing any utility, satellite dish, light fixture, wall, patio, concrete and/or landscaping. Approval of this Application must be given by the Architectural Review Board and the Villaminium Improvement Permit issued and displayed before any work is begun. The Board/Committee shall have thirty (30) days to approve the submitted plans and specifications before any work may start.

DO NOT START YOUR WORK PRIOR TO RECEIVING FULL APPROVAL OF ALL SUBMITTED IMPROVEMENTS AND THE REQUIRED IMPROVEMENT PERMIT.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Villa Owner's Name: _____ Email: _____

Address: _____

(Home/Cell)

Lot Number: _____ Phone Number: _____

Work Proposal _____

Proposed Start Date: _____

DOCUMENTATION: (Please note that documentation may not be returned!)

_____ Building Plans, Elevations, Footprint _____ Drawing, Sketches

_____ Photographs _____ Samples of approved paint or stain color _____ Roofing Samples

_____ Samples of awning material _____ Other: _____

I UNDERSTAND THAT THE ARCHITECTURAL REVIEW BOARD WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING REGARDING THEIR DECISIONS. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT(S) UNTIL THE ARCHITECTURAL REVIEW BOARD NOTIFIES ME OF THEIR APPROVAL. I UNDERSTAND THAT THE BOARD MAY ISSUE ITS WRITTEN APPROVAL OR DISAPPROVAL OF PLANS OR PROPOSALS SUBMITTED ANYTIME WITHIN THIRTY (30) DAYS AFTER SUBMISSION, AND THAT FAILURE OF THE BOARD TO ACT UPON PROPERLY SUBMITTED PLANS OR PROPOSALS WITHIN THIRTY (30) DAYS OF SUBMISSION SHALL CONSTITUTE APPROVAL THEREOF.

Signature of Villa Owner: _____

DATE SUBMITTED: _____

Method of Submission: ☐ USPS to Newcomb Group ☐ Email to Newcomb Group ☐ Clubhouse

For Lake Pointe Architectural Review Board use only

Date Received: _____ Receiving Member's Name: _____

☐ Approved

☐ Denied

☐ Conditionally Approved

ARB signatures:

_____ Date: _____

_____ Date: _____

Comments or contingencies from ARB:
