

**MONROE CROSSINGS HOMEOWNERS ASSOCIATION  
ARCHITECTURAL IMPROVEMENT/MODIFICATION PLAN APPLICATION**

*Plan applications are modified from time to time. Please contact the office to check if you have the most up to date plan application before submitting for review.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Lot# (if available) \_\_\_\_\_ Email \_\_\_\_\_

All plan proposals will be reviewed in accordance with the Monroe Crossings Homeowners Association Architectural Restrictions and Design and Development Guidelines & the Declaration of Covenants, Restrictions and Reservation of Easements. After all required information is received, your proposal will be submitted for review and an answer will be provided within 30 days.

You must provide all necessary information before your proposal will be submitted for review. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), list of materials (if applicable), pictures, and any other information as specifically required below.

**You may view the Monroe Crossings HOA, Inc. Declaration of Covenants and Architectural Guidelines under the HOA tab at [www.monroecrossings.com](http://www.monroecrossings.com).**

**You may obtain a site/plot plan by contacting the City of Monroe at (513) 539-7374, ext. 1022.**

**If you have any questions, please contact Tina Jackson at (513) 887-6031 or email [www.monroecrossingshoa@gmail.com](mailto:www.monroecrossingshoa@gmail.com)**

**FENCING – No perimeter privacy fences or chain link fences are permitted. No fencing in excess of six (6) feet in height will be permitted. Please review the Declaration of Covenants, Article IX, 9.2.15 and the Architectural Guidelines, pg. 7, for specifications.** Fences may be erected in rear yard only. Decorative fencing will be reviewed upon an individual basis considering the visual impact on surrounding lots. The Declarant and the Association Board/Committee reserve the right to restrict fencing in areas where its presence would adversely impact the aesthetics of the community (example; corner lots). **Fence must be finished side out (City of Monroe).**

\_\_\_\_\_ Picture or drawing of fence type

\_\_\_\_\_ Fence height

\_\_\_\_\_ Dimensions

\_\_\_\_\_ Stain/color

\_\_\_\_\_ Site plan denoting location of fence, gate(s) and dimensions and distance from all property lines.

\_\_\_\_\_ Confirm placement at rear elevation (rear corners of the house)

\_\_\_\_\_ Materials

Contractor name & contact information: \_\_\_\_\_

**PRIVACY FENCING/SCREENING PANELS – Only permitted around approved in-ground pools, rear patios, spas and to conceal the appearance of trashcans. Please review the Declaration of Covenants, Article IX, 9.2.15 and the Architectural Guidelines, pg. 7.** Trashcan screening must be located on the side against the house, between the mid and back portion of the house (front corner installation will require a corner landscaping plan). Trashcan screening structures must be at least 3’ from the side property line, no more than 8’ in side length, and no more than 13’ total (if enclosing structure with 3 sides). All fencing/screening panels must be quality vinyl or treated lumber, and subdued in color to blend with the house. No fence/screening panels can exceed 6’ in height. The Declarant and the Association reserve the right to restrict fencing/screening panels in areas where its presence would adversely impact the aesthetics of the community.

- \_\_\_\_\_ Picture of fence/panel type
- \_\_\_\_\_ Fence/panel height
- \_\_\_\_\_ Dimensions
- \_\_\_\_\_ Materials (lattice panels not acceptable)
- \_\_\_\_\_ Stain/color
- \_\_\_\_\_ Dwelling unit trim/siding color
- \_\_\_\_\_ Site plan denoting location
- \_\_\_\_\_ Distance from side property line, if applicable.
- \_\_\_\_\_ Landscape plan, if applicable.

Contractor name & contact information: \_\_\_\_\_

**IN-GROUND POOL – No above ground swimming pools are permitted. Please review the Declaration of Covenants, Article IX, 9.2.17 and the Architectural Guidelines, pgs. 4 & 7, for specifications.** In ground pools may only be placed in rear yard, at least 10’ from any property line, and does not unreasonably hinder the flow of surface water on the lot. Pool equipment shall be placed in a location approved by Declarant and screened in such a manner so as to provide minimum visual impact from the street and other lots.

- \_\_\_\_\_ Picture of pool style and expected appearance
- \_\_\_\_\_ Dimensions/size
- \_\_\_\_\_ Site plan denoting location of pool and distances from the property lines
- \_\_\_\_\_ Slab/decking dimensions
- \_\_\_\_\_ Materials
- \_\_\_\_\_ Fencing around pool (if applicable) will be reviewed on an individual basis. Must provide picture, dimensions, materials, color, and site plan denoting location.
- \_\_\_\_\_ Pool equipment location

Contractor name & contact information: \_\_\_\_\_

**POOL PUMP BUILDING – Pool pump buildings shall be permitted as an accessory to an approved in-ground pool. Such structures do not exceed 120 sq. ft. in size and must be constructed with shingles and siding to match the dwelling unit. No structure may be located within 10’ of the lot lines. Storage sheds, outbuildings, storage buildings, are not permitted. (Architectural Guidelines pg. 6)**

- \_\_\_\_\_ Picture of pool pump building and dwelling unit
- \_\_\_\_\_ Dimensions/size
- \_\_\_\_\_ Site plan denoting location
- \_\_\_\_\_ Materials
- \_\_\_\_\_ Shingle color (pump building & dwelling unit)
- \_\_\_\_\_ Siding color (pump building & dwelling unit)

Contractor name & contact information: \_\_\_\_\_

**HOT TUBS/SPAS – All hot tubs & spas must be in-ground or if above ground incorporated into a deck with enclosed sides. Please review the Declaration of Covenants, Article IX, 9.2.17 and the Architectural Guidelines, pg. 7, for specifications. All hot tubs & spas must be screened with a privacy fence in accordance with the Design Guidelines.**

- \_\_\_\_\_ Picture
- \_\_\_\_\_ Dimensions
- \_\_\_\_\_ Site plan or drawing denoting location (rear yard only)
- \_\_\_\_\_ Fencing/screening – Must provide picture, dimensions, color, plan denoting location
- \_\_\_\_\_ Materials

Additional Notes: \_\_\_\_\_

Contractor name & contact information: \_\_\_\_\_

**PORCHES, APPENDAGES & ADDITIONS – No porches, appendages, or additions shall be permitted unless they are of a size, style, color and type compatible with the original design of the house & match the house material exactly and coloring exactly (Architectural Guidelines pg. 3).** Porches, appendages or additions must be integrated into the design of the house. Compatibility shall be at the discretion of the Declarant or the Architectural Review Committee.

- \_\_\_\_\_ Site plan denoting location
- \_\_\_\_\_ Dimensions
- \_\_\_\_\_ Color
- \_\_\_\_\_ Materials
- \_\_\_\_\_ Shingle color, if applicable
- \_\_\_\_\_ Dwelling unit siding material & color, if applicable
- \_\_\_\_\_ Dwelling unit shingle color, if applicable

Contractor name & contact information: \_\_\_\_\_

**NOTE:** Deck bottom enclosures will be considered provided the enclosure does not exceed 5' from grade to the highest point of the decking, does not have more than 2 doors (one on each side up against the house) and a landscape plan to go around it. If this is part of your plan, please provide the following information:

- \_\_\_\_\_ Material
- \_\_\_\_\_ Height from grade to top of decking
- \_\_\_\_\_ Color
- \_\_\_\_\_ Door/access location(s)
- \_\_\_\_\_ Landscape plan

Contractor name & contact information: \_\_\_\_\_

**AWNINGS – No metal or plastic awnings for windows, doors, decks or patios may be erected or used. Canvas awnings may be used subject to prior approval of size, color, location and manner of installation for the particular lot in question (Architectural Guidelines pg. 3).**

- \_\_\_\_\_ Material
- \_\_\_\_\_ Awning size
- \_\_\_\_\_ Awning color
- \_\_\_\_\_ Site plan/sketch denoting the location
- \_\_\_\_\_ House color
- \_\_\_\_\_ Picture of awning

Contractor name & contact information: \_\_\_\_\_

**SWING SETS/PLAY EQUIPMENT/TRAMPOLINES – No metal swing sets are permitted. Please review the Declaration of Covenants Article, IX, 9.2.18, and the Architectural Guidelines pgs. 4 & 5 for specifications. Swings/Play Sets - Base area of swing/play set equipment shall be confined to a rectangular area of 300 sq. ft. or less and shall not exceed 12’ in height. \*Trampolines - may be prohibited on certain lots where the structure would be visible from the street. Landscaping may be required. Note: Structures shall be a minimum of 15’ from any property line on regular lots. On corner lots the structure shall be a minimum of 15’ from any property line and 15’ behind the building line on the street side of the lot. In all other cases, the structure shall be a minimum of 20’ behind the house. The Declarant may require as a part of an approval the placement of evergreen trees or other screening, especially on corner lots.**

- \_\_\_\_\_ Picture of swings/playset/trampoline
- \_\_\_\_\_ Site plan denoting location
- \_\_\_\_\_ Dimensions (including base area)
- \_\_\_\_\_ Distance from all property lines and rear of house
- \_\_\_\_\_ List of materials
- \_\_\_\_\_ Color (natural wood or stained an earth tone color only)
- \_\_\_\_\_ Anchoring, if applicable

Contractor name & contact information: \_\_\_\_\_

**BASKETBALL HOOP – No permanent basketball goal may be placed on any lot, regardless of location, until its specifications and location have been approved in accordance with the guidelines specified in the Architectural Guidelines pgs. 6 & 7.**

- \_\_\_\_\_ Picture and specifications of basketball goal/goal system from the manufacturer (backboard must be clear).
- \_\_\_\_\_ Dimensions (to include height/height adjustment mechanism)
- \_\_\_\_\_ Site plan or sketch/drawing denoting location, relative to applicant’s home, driveway, sidewalk, side yard, and distances from these property/setback lines.
- \_\_\_\_\_ List of materials
- \_\_\_\_\_ Method of installation and base features to aid in stabilizing goal once installed.
- \_\_\_\_\_ Color
- \_\_\_\_\_ Exterior lighting, if applicable (see below)

**EXTERIOR LIGHTING – Plans showing sufficient detail as to size, wattage, and type of bulb to be used in the exterior lighting must be submitted to the Committee prior to installation. Exterior lighting must be directed in such a manner so as not to intrude into neighboring lots and houses (Architectural Guidelines pg. 9)**

- \_\_\_\_\_ Site plan/ sketch denoting the location
- \_\_\_\_\_ Fixture size
- \_\_\_\_\_ Wattage
- \_\_\_\_\_ Lumens (per bulb)
- \_\_\_\_\_ Bulb type (standard, led, etc.)
- \_\_\_\_\_ Bulb color (white, soft white, etc.)
- \_\_\_\_\_ Number of bulbs per fixture

Contractor name & contact information: \_\_\_\_\_

**STRUCTURES (MISCELLANEOUS)** – The Declarant shall review the plans as to the quality of workmanship and design and harmony of external structures with existing structures and as to location in relation to surrounding structures, topography and finish grade elevation. The Declarant shall not unreasonably withhold approval of any plans that conform in every way with the Declaration and with the general character of the development on neighboring Lots within the Property (Covenants 9.2.1). Depending on the structure, it may be required to be a minimum of 15 feet from any property line on regular lots. On corner lots the structure shall be a minimum of 15 feet from any property and 15 feet behind the building line on the street side of the lot. In all other cases, the structure shall be a minimum of 20 feet behind the house.

- \_\_\_\_\_ Picture
  - \_\_\_\_\_ Material
  - \_\_\_\_\_ Site plan or sketch/drawing denoting location, relative to applicant's home and distances from the property/setback lines.
  - \_\_\_\_\_ Structure dimensions (to include height)
  - \_\_\_\_\_ Method of installation and features to aid in stabilizing once installed.
  - \_\_\_\_\_ Color
- Contractor name & contact information: \_\_\_\_\_

**CONCRETE, PAVERS, RETAINING WALL ADDITION** – You must submit a detailed description along with supporting documents.

- \_\_\_\_\_ Picture
  - \_\_\_\_\_ Dimensions
  - \_\_\_\_\_ Site plan or sketch/drawing denoting location.
  - \_\_\_\_\_ Material
  - \_\_\_\_\_ If using pavers, please indicate if they are permeable or not permeable.
  - \_\_\_\_\_ Distances from the property/setback lines, if applicable.
  - \_\_\_\_\_ Drainage, if applicable.
  - \_\_\_\_\_ Anchoring, if applicable.
- Contractor name & contact information: \_\_\_\_\_

**OTHER REQUEST** – You must submit a detailed description along with supporting documents as listed below:

- \_\_\_\_\_ Picture
  - \_\_\_\_\_ Dimensions
  - \_\_\_\_\_ Site plan or sketch denoting location
  - \_\_\_\_\_ Material
  - \_\_\_\_\_ Color
  - \_\_\_\_\_ Anchoring, if applicable.
- Additional Notes: \_\_\_\_\_
- Contractor name & contact information: \_\_\_\_\_

**Conditions applicable to this approval request:**

1. I/We assume full responsibility for locating the lot lines of the property to establish accurate location for placement of fencing or any other improvement/structure. I/We understand that any approval received from the Monroe Crossings HOA for installation of fencing does **not** include permission/authorization to adjoin (tie-in) to adjacent fencing of neighbors, and therefore I/we accept full responsibility to obtain permission from owner(s) of said fencing, if applicable.

2. I/We understand that by erecting fencing or any improvement/structure within an easement (utility and/or drainage, etc.); I/we assume risk and full responsibility of any loss that may occur as a result of its placement within said easement. I/We agree to keep easement maintained, free of trash, debris, and yard waste.
3. I/We agree to keep any improvement/structure properly maintained at all times. I/We agree to place any free standing structure (i.e.; trampoline, canopy, etc.) within the required specifications, place where least visible from the street, and secure in the ground to avoid any movement during inclement weather, if applicable.
4. I/We agree to obtain any necessary permit(s) and comply with all requirements of any governing authorities, such as city and/or county (**City of Monroe: (513) 539-7374**). I/we understand the Declarant and Association Board/Committee may require evidence of approval by the City of Monroe before a final decision is made. I/We understand Monroe Crossings HOA Plan Approval does not constitute approval from the city or county. The Declarant and Association Board/Committee will not be legally liable if I/we fail to obtain all necessary city or county permits.
5. I/We have read and understand the Declaration of Covenants, Restrictions and Reservation of Easements, Article IV, 4.2.2 (Drainage) and Article V (Surface Water Management).
6. I/We understand that no construction or exterior alterations shall commence without written approval. I/we may be required to return the property to its former condition at my/our own expense if this request is disapproved wholly or in part, and that I/we may be required to pay any legal expenses incurred.
7. I/We understand that the Declarant or authorized Board Member is permitted to enter upon my property at any reasonable time for the purpose of evaluating the proposed project, and inspecting the ongoing and/or completed project, and that such entry does not constitute trespass.
8. I/We understand if my/our property has easements, it may be necessary to contact the below agencies before beginning my/our project.
9. I/We assume full responsibility for any damage done to the sidewalk, street, curb, common areas during any construction on my/our property.
10. I/We accept full responsibility to inform my/our contractor(s) they are not permitted to access the property by trespassing on any part of the HOA common areas, nor permitted to dispose of anything (dirt, rock, debris, garbage, etc.) on the common areas of the Association.

**Utility:** OUPS (Ohio Utilities Protection Service – 1-800-362-2764 **Drainage:** BCEO – (513) 785-4121 (Eric Pottenger)  
 BP Pipeline – (513) 825-5250 ext. 17 (Kim Miller) City Public Works – (513) 727-8953

**I have read and understand the above information/conditions and assume all responsibilities.**

\_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Date

Please submit all pages of this application & all required documents to one of the following:  
 6515 Winford Ave.-Ste A, Hamilton, OH 45011, email: [monroecrossingshoa@gmail.com](mailto:monroecrossingshoa@gmail.com), or fax:  
 (513) 887-2848.

**Office use only**

**Approved:** \_\_\_\_\_ **Disapproved:** \_\_\_\_\_