

# Merrifield Village Homeowners Association

## Architectural/Landscaping Change Request

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

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

**Please submit a complete set of drawings/plans with this request. Do not commence work on your proposed improvement or change until you have received approval to proceed. Allow a minimum of 30 days for Board approval. Allow up to an additional 30 days when more information is requested.**

Describe the proposed improvements and attach plans, showing type, style, quality, dimensions, materials, color and location. Attach additional sheets if necessary. I hereby request approval to make the following improvements or changes to lot/home:

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**State Law requires "Diggers Hotline" is called before any soil is dug into.** Date contacted \_\_\_\_\_

Person or company doing the project: \_\_\_\_\_

Proposed date of Construction: \_\_\_\_\_ Approximate completion date: \_\_\_\_\_

Signature of Homeowner: \_\_\_\_\_

\*\*\*\*\*Do not write below this line\*\*\*\*\*

**BOARD OF DIRECTORS ( ) APPROVED ( ) DENIED ( ) MORE INFORMATION NEEDED**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send requests to:  
Kat Betts  
7801 Wakeley Plaza  
Omaha, NE 68144  
Email: merrifieldvillagehoa@hotmail.com  
Fax 402-397-6065; Phone 402-397-7775

Architectural/Landscaping Changes Information  
Merrifield Village Homeowner Association

**IMPORTANT: READ BEFORE COMPLETING REQUEST**

Congratulations! You are taking the first step toward improving your home. Merrifield Village is a neighborhood governed by a Homeowner Association with covenants and by-laws. When making changes to your property, you must complete the attached request form with information regarding the changes you are considering. The Board of Directors must approve the changes you are considering to be sure they comply with the covenants and by-laws.

Guidelines to consider when planning your improvement or change:

- Diggers Hotline must be contacted when shrubs or trees will be planted. Contact them either online <http://www.ne-diggers.com/Locate/Homeowners.aspx> or by calling 402 344-3565 to submit a request.
- When planning landscaping changes, you must consider the mature size of the shrubs and trees. If the mature tree/shrub will hang into your neighbor's lot, the planting must be adjusted. Also, allow enough space between the mature planting and your home. Planting too close to the home may impair painting of the home.
- Underground sprinklers may be impacted with landscape changes. All costs are the homeowner's responsibility. Any architectural changes made without verifying the location of underground sprinklers that result in damage to the sprinkler system are the homeowner's responsibility.

I have read and understand the above information \_\_\_\_\_  
Date \_\_\_\_\_