

# Kempton Creek Villas

## Architectural/Landscaping Change Request Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

**Please fax, email or mail requests to Cara Woosley([cwoosley@pjmorgan.com](mailto:cwoosley@pjmorgan.com)) at PJ Morgan Real Estate. Submit a complete set of plans, including a City of Omaha building permit if required\*, and a site map/plan with this application. You may not commence work on your proposed improvement or addition until you have received the approval to proceed.**

I hereby request approval of the following improvements to lot/home (Describe the proposed improvements and attach plans, showing type, style, quality, dimensions, materials, color and location.):

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Will you require a permit in order to complete the improvement?  Yes  No

Contractor name: \_\_\_\_\_

Proposed date of construction: \_\_\_\_\_

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

**Please be advised that Kempton Creek Villa will not be responsible for any damages that occur from the proposed improvement.**

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

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**Board of Directors:**

**Approved**

**Denied**

**More information needed**

**Comments:** \_\_\_\_\_

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This proposed project requires a Building Permit from the City of Omaha and a copy is to be provided to the board prior to construction  Yes  No

Authorized Signature: \_\_\_\_\_

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

\*Refer to the City of Omaha Website for information regarding Building Permits  
<https://permits.cityofomaha.org/frequently-asked-questions>