



Management and Consulting Services

# McFarland Farms Architectural Review Form

**All proposals MUST include a surveyors plot plan of your lot with the area of proposed changes marked to scale.**

*Requests without a plot plan will be denied. Your plot plan should have been included in the paperwork from the closing on the home. You may obtain a plot plan at the Marion County Assessor's office.*

*<https://www.indy.gov/workflow/public-record-request> 317-327-4907*

**Please allow up to 30 days for an approval or denial of the request**

**(Note:** if requests are not responded to within 30 days they are automatically denied - If your request is denied and you choose to complete the project after a denial, you will be responsible for the cost to remove it.)

**Homeowner is responsible for obtaining necessary building permits**

Name \_\_\_\_\_

Lot # \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Please describe the proposed improvements you are requesting including structure, materials, colors, size, height and sq footage. Please **include photos** of the type of structure or materials proposed.

Are you connecting to a neighbor's fence? \_\_\_\_\_ (If so, you must complete the Property Line Fence Agreement and an Easement waiver if at the property line.)

What is the proposed start date? \_\_\_\_\_

List any required building permits: \_\_\_\_\_

Who will be performing the work? \_\_\_\_\_

Does your property border a pond or common area? \_\_\_\_\_

As marked on your plot plan, does this improvement extend into any common area, drainage, utility, sewer easement, landscape or lake/pond easement? \_\_\_\_\_

*(\*\*Please be aware that building into an easement is at your own risk.)*

**By signing below, I understand that I am required to obtain HOA Board approval before making any changes or improvements to my lot or home, as stated by the covenants & restrictions. I acknowledge my obligation to allow sufficient time for the processing of my request.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return To:

M GROUP MANAGEMENT  
P.O. Box 17160 , Indianapolis, IN 46217  
email: [mgroupmanager3@gmail.com](mailto:mgroupmanager3@gmail.com)