

## Sky Harbour Home Owners Association (SHHOA) Architecture Permit Process

To submit a permit request:

1. The property owner downloads SHHOA Permit Request Form located at <https://skyharbourhoa.com/arc-applications/>
2. The property owner must read, complete, and sign the request. Each request should include the construction plans (including elevation), specifications, and a plan with the location of the structure on the plot. The property owner should review the deed restrictions for the section of the build.
3. The property owner submits the completed permit package to the HOA's property management company, The Property Center, at [josh@thepropertycenter.com](mailto:josh@thepropertycenter.com). The property management company will retain data for the HOA's records.
4. The property management company will forward the permit package to the HOA Architecture Committee.
5. The Architecture Committee will visit the site and property owner, if available, to confirm project requirements, site plan, and section deed restrictions.
6. The Architecture Committee completes the HOA Permit Approval Form with an APPROVED \ NOT APPROVED status and/or recommendation(s) (see note below).
7. The Architecture Committee forwards completed permit package to HOA's property management company for record retention.
8. The property management company notifies the property owner of the Architecture Committee's decision by email and/or letter. The target is to complete the process within 30 days or sooner as long as there is regular communication between the property owner and the Architecture Committee.
9. At the end of the 180 day permit span, the Architecture Committee will review the project site, remove permit sign, and close permit. If the project is completed early the property owner can notify the management company.

### NOTES

1. **If additional Permits are required (County (septic and flood), water, and/or electric), a SHHOA Permit can be issued only AFTER these Permits are APPROVED and submitted to the Management Company. Additional Permits are the responsibility of the Property Owner. Only SHHOA Permit Requests that are APPROVED by the SHHOA Architecture Committee are valid. No property improvements shall be made to SHHOA Properties without an APPROVED PERMIT. All APPROVED improvements must be completed within 180 days of Permit approval unless approved by the SHHOA Architecture Committee. If Permitted work is not completed within allotted time, a new APPROVED SHHOA Architecture Permit is required.**
2. **If the property owner's plan does not meet their section's deed restrictions, the Architecture Committee may make recommendation(s) to help get the permit approved. The permit may be moved to an Issue Resolution state to allow for all interested parties to come to an agreement. The Issue Resolution state may last up to 30 days. If the issue is not resolved within the 30 day period, the permit is NOT APPROVED.**

**3. At any time, the Architectural Committee may notify the Property Owner if any issue should arise. One possible notice may be a "Red" Tag added to the Permit Sign on the Owners Property. This Tag would be notice to the Property Owner to contact the Architecture Committee.**

**Proposed Architecture Permit Fees and Fines**

	<b>Permit Fee</b>	<b>Initial Fine If No Permit Approved Before Construction</b>	<b>Monthly Fine While Construction Continues Without Permit</b>
<b>Major Construction (Examples)</b> - New Site Home - New Mfg Home - Replacement Mfg Home	\$200	\$500	\$100
<b>Outbuilding Construction</b> - Shop - Barn	\$100	\$200	\$80
<b>Minor Construction (Examples)</b> - Shed - Carport - Pool - Porch	\$50	\$100	\$75
<b>Fences</b>	\$0	\$50	\$25

Contact: [skyharbourasktheboard@gmail.com](mailto:skyharbourasktheboard@gmail.com) for more information.