

# INSTRUCTIONS

## Deerfield Village Property Improvement Approval Form

This information is provided to help you complete the Deerfield Village Property Improvement Approval Form. This form must be submitted to the Board prior to making any changes to the exterior of your home, any changes to your lot/property or any landscaping additions. This includes any addition or change that affects the appearance of your house or property, the creation of new beds and adding new trees or shrubs to your lot.

In addition to the completed form, you will need to submit a copy of your plat (the diagram of your lot that you received at closing) with the changes/additions indicated on the diagram and any supporting documentation you may have. Examples of supporting documentation include but are not limited to copies of contractor diagrams for a deck or patio, copies of landscaper diagrams or a picture of the item you want to install.

The completed form and all supporting documentation should be submitted via email to [deerfieldvillagewv@gmail.com](mailto:deerfieldvillagewv@gmail.com). Under normal circumstances, a board decision should be made within two weeks but may take as long as 30 days. Forms submitted without all needed information with the form will be returned to the homeowner without review or approvals. A copy of the form with the approval signatures (or reason for non-approval) will be returned to you.

**Note: Approved Work Hours (start time)** Please ask your contractor to begin work after these times. Thank you.

7:00 a.m. on Weekdays and Saturdays

9:00 a.m. on Sundays

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**Lot #** Lot number identified at time of purchase or at settlement

**Date Submitted** Date the form was emailed

**Submitted by** Provide your name and all contact information.

**Contracting Company:** Includes but is not limited to architect, general contractors (WV Contractor's License #), and/or landscapers. Provide you contractor's name and contact info. If the board has a technical question, they may need to contact the contractor directly.

**General Description of plan or change** Be as specific as possible. Use additional sheets if necessary. On your plot, clearly indicate where the change will be located and the distances to lot line and/or set-back. Include copies of any drawings or plans provided by your contractor. The more detailed the information submitted, the fewer questions the board will have.

**NOTE: Some constructions projects may require a permit from Jefferson County. Any project that involves the us of poured concrete constitutes "permanent construction" in Jefferson County and requires a permit issued by the county prior to beginning construction.**