

Property Improvement Application Form

IMPORTANT: FOR PROPERTY IMPROVEMENTS ONLY

NOTICE: This form is strictly for secondary improvements (landscaping, sheds, pools, fences, etc.). For the **construction of a new house**, you must submit the full *Sunset Lakes Design Review Form* including floor plans, elevations, and well/septic certifications.

Community:

1. Applicant & Property Information

- **Name of Owner(s):** _____
 - **Civic Address:** _____
 - **Lot / Plan:** _____ **Email/Phone:** _____
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2. Project Category & Details

Check all that apply and provide specifications:

Swimming Pool & Fence Screening

- **Type:** Above-Ground In-Ground
- **Fence/Screening Material:** _____
- **Fence Height:** _____ (Must comply with City of Ottawa & Community Standards)
- **Gate Details:** (Self-closing/latching mechanism for safety)

Shed/Outbuilding

- **Dimensions:** _____ x _____ x _____ (Height/Width/Depth)
- **Materials:** (Siding/Roofing should complement the primary residence and be an approved exterior material) _____

Landscaping & Tree Planting

- **Species:**

- **Impact:** Checkbox confirming no interference with swales or drainage ditches
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3. Required Submission Documents

- **Scaled Site Plan:** Showing the improvement location, fence perimeter, and distance to property lines.
 - **Material Specifications:** Brochures, photos, or descriptions of colors and finishes.
 - **Drainage Plan:** Confirmation that the project will not obstruct culverts or neighborhood drainage.
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4. Terms & Acknowledgement

- **Standards:** I/we have reviewed the community guidelines regarding pools, fences, and home design standards.
- **Drainage:** I/we acknowledge that culverts must meet City specs and ditches must remain unobstructed.
- **Written Consent:** I/we acknowledge that no work shall commence until written approval is received. Please allow up to **30 days** for a response.

Signature of Applicant: _____ **Date:** _____

5. Submission Instructions

Email the completed form to your Owners Association.