

**STONEHILL VILLAGE – POST-CONSTRUCTION IMPROVEMENT APPLICATION**

**I. Owner Information**

Association & Neighborhood: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Property Address & Lot #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

**II. Requested Change**

*\*If you are submitting a request for more than one improvement, each request must be submitted on a separate form so the DRB can make a determination on your requests independently (exception: landscape elements of a hardscape improvement can be on the same application)*

Type of Improvement: (check)

*\*Please review the DRB policy for landscaping, as structural improvements do require additional plans/documents to be submitted related to landscaping around the structural improvement.*

- |                         |                                 |
|-------------------------|---------------------------------|
| _____ Driveway/Concrete | _____ Playsets/Sports Equipment |
| _____ Porch             | _____ Exterior Paint            |
| _____ Deck/Patio        | _____ Fence                     |
| _____ Satellite Antenna | _____ Roof Replacement          |
| _____ Pool              | _____ Landscaping               |
| _____ Hot Tub / Spa     | _____ Other: _____              |

**III. Specific Description of Improvement:**

Location (on property): \_\_\_\_\_

Size/Dimensions: \_\_\_\_\_

Color: \_\_\_\_\_

Materials: \_\_\_\_\_

Contractor Name & Number (if applicable): \_\_\_\_\_

Estimated Installment/Work Date:                      \_\_\_\_/\_\_\_\_/\_\_\_\_                      \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Start date must be at least 30 days after submitting application                      (Start)                      (Completion)  
to allow adequate time for review

**IV. Required Attachments**

DOCUMENTS BELOW **MUST** BE ATTACHED TO APPLICATION, AND THE RELEVANT APPLICATION FEE MUST BE PAID UPON SUBMISSION OF APPLICATION, IN ORDER FOR APPLICATION TO BE CONSIDERED COMPLETE. APPLICATION WILL NOT BE PROCESSED UNTIL COMPLETE.

**Applications for Landscaping Only:**

- See requirements listed in **Part 2.04** and **Part 3.02** of the Rules and Regulations for the Community Design Review Standards for Stonehill Village

**Applications for Non-Landscaping Improvements:**

- See requirements listed in **Part 2.04** and **Part 3.03** of the Rules and Regulations for the Community Design Review Standards for Stonehill Village

**V. Owner Certification**

*I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's property or HOA's common area. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement.*

*I further understand that I must obtain all licenses and/or building permits prior to applying, and I agree to meet all legal requirements for building codes.*

DATE \_\_\_\_\_ OWNER SIGNATURE \_\_\_\_\_

*You may submit your completed application via:*

**US MAIL:** Springhouse Architects\_ OR **EMAIL:** [stonehillHOA@springhousearchitects.com](mailto:stonehillHOA@springhousearchitects.com)  
 676 N. Main Street  
 Springboro, Ohio 45066

Please allow 15 days for a review after all required information is submitted. Questions, concerns, submissions and follow-ups can be sent to [stonehillHOA@springhousearchitects.com](mailto:stonehillHOA@springhousearchitects.com).

**FOR ASSOCIATION USE**

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Date Determined Complete \_\_\_\_\_ Date Approved \_\_\_\_\_

Date Disapproved \_\_\_\_\_ Letter Sent \_\_\_\_\_

Special Details or Provisions for Approval \_\_\_\_\_

Notice of Completion Received \_\_\_\_\_ Date Req. for Proof Sent: \_\_\_\_\_

Date Received \_\_\_\_\_ Cert. of Completion \_\_\_\_\_

**DRB LANDSCAPE CUT SHEET**  
*REQUIRED FOR EACH PLANT VARIETY*

COMMON NAME \_\_\_\_\_

BOTANICAL NAME \_\_\_\_\_

HARDINESS ZONE (USDA) \_\_\_\_\_  
STONEHILL IS **ZONE #5b**

MATURE HEIGHT \_\_\_\_\_

MATURE WIDTH \_\_\_\_\_  
NOTE: **PLANTS MUST BE LOCATED ONE HALF OF MATURE WIDTH, PLUS 3 FT. AWAY FROM PROPERTY LINE.**

SUN OR SHADE REQUIRED \_\_\_\_\_

ACTUAL SIZE BEING PLANTED \_\_\_\_\_

FIND YOUR ZONE BY VISITING <https://www.usna.usda.gov/science/plant-hardiness-zone-map/>  
**STONEHILL IS ZONE #5B**

\*

HERE ARE A COUPLE OF USEFUL/HELPFUL SITES:

<http://www.missouribotanicalgarden.org/plantfinder/plantfindersearch.aspx>

<https://www.siebenthaler.com/plantfinder/>

<http://www.beavercreeklandscaping.com/home/>

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PLEASE USE AS MANY SHEETS AS NEEDED TO COMPLETE YOUR REQUEST

**DRB NON-LANDSCAPE SPECIFICATIONS SHEET**  
*REQUIRED FOR EACH PRODUCT BEING USED*

PROJECT TYPE \_\_\_\_\_

PRODUCTS USED \_\_\_\_\_

MANUFACTURER \_\_\_\_\_

SPECIFICATIONS OF PRODUCTS \_\_\_\_\_

DIMENSIONS OF PROJECT --- HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_

COLOR OR PHOTO EXAMPLE ENCLOSED \_\_\_\_\_