



## ARCHITECTURAL APPLICATION & INSTRUCTIONS

1. **Prior to any work being started, Architectural Application Forms MUST be submitted and APPROVED by the Board/ Architectural Commission.**
2. ***The Applicant will be held responsible for any deviations from approved plans and will be required to make any necessary corrections at the Applicant's expense.***
3. ***It is advisable not to make deposits to any contractor for services until you have written approval from Bloomfield West II Homeowners Association or make certain any deposit made is fully refundable should the application not be approved.***
4. Fill out the Architectural Application in its entirety. Be sure to submit a complete application and the required supporting documentation. The original signed application will be retained by the Association and a copy with board approval or denial will be returned to the applicant.
5. Email the application to your HOA's Property Manager: **Property Manager: Jailynn Johnson**  
**Email: [jjohnson@fosterpremier.com](mailto:jjohnson@fosterpremier.com) | Direct: 815-834-7543**
6. The application will be reviewed to ensure information is complete. If all required information is included, application will be forwarded to the Board for approval. The thirty (30) day period for approval or disapproval will begin only when the property manager has received a complete application with all supporting documentation.
7. The Board of Directors reviews and makes the final approval/disapproval decision. ***Approved Architectural Applications are valid for 1 year from the date of approval.***
8. ***Homeowner*** will be notified of the decision via email. Note: Architectural approvals will not be sent to homeowner unless the homeowners account balance has been paid in full and property does not have any active inspection violations.
9. ***Homeowner*** is responsible for obtaining a copy of any vendor's current business license and current certificate of liability insurance.
10. Cleaning of any equipment may not take place on Bloomfield West II HOA property. This is to prevent concrete residue, chemicals of any kind, paint, salt, etc. from spilling onto streets or into storm drains thus contaminating lakes, ponds, soil, or other property. ***It is the responsibility of the Homeowner to communicate this information to the vendor(s) prior to start of work and to monitor the vendor(s).***
11. ***Applicant*** agrees to comply with the requirements of the "Architectural Rules and Regulations".
12. ***Plantings/improvements shall not interfere with engineered drainage or public health. Any damage to common areas resulting from construction work applied for herein shall be repaired promptly at the sole expense of the Applicant.***



13. Any improvement done to an **Owner(s)**'s home or outside property shall be subject to all existing State and City laws, ordinances, regulations, and HOA rules. All necessary permits must be obtained before beginning such improvements. **The Association's approval of plans does not preclude the Applicant's obligation to obtain a Village Permit.**
14. The **Applicant** understands that any improvement, when completed, will not be the subject of any insurance coverage or loss prevention or indemnification coverage by the Association.
15. The **Applicant** acknowledges that the responsibility to repair and maintain the improvement rests solely with the **Owner(s)** and does not become the responsibility of the Association.
16. The **Applicant** acknowledges that the Association shall not be held responsible for accidental damage to **Owner(s)**'s new plantings occurring during routine maintenance of common areas.
17. Easements of record can be found on the Plat of Survey. **Applicant** acknowledges that all existing underground utility and storm drainage lines have been identified (J.U.L.I.E. can be contacted at 800-892-0123 and the Village of Bolingbrook can be contacted at 630-226-8400). No improvements shall interfere with any such utility or storm drainage line unless approved in writing by the affected utility company or government authority. Improvements may be subject to removal, at the **Applicant's** expense, if such approval has not been obtained or improvement has not been properly maintained. The utility and government authorities listed on the Plat of Subdivision must always have access to easement areas of record.
18. The **Applicant**, by execution and acceptance of this application, has remised, released and forever discharged and hereby agrees to indemnify, defend and hold the Village, Association, the Board, the Developer, and the Managing Agent of and from all obligations, controversies, suits, actions, causes of actions, trespasses, variances, damages, claims or demands, in law or equity, against the said Village, Association, Board, Developer and Managing Agent, which arise out of or results from any approval to construct improvements pursuant to this application.
19. The words "**Applicant**", "**Homeowner**" and "**Owner(s)**" as used herein, are deemed to be the same and are used interchangeably.
20. ***Any approvals and conditions for approval given an Applicant herein shall accrue to the Applicant's successor and assigns.***

***By submitting this application, I understand that any project cannot proceed until approved. I have read and fully understand the conditions listed above.***

\_\_\_\_\_  
***Applicant's*** Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
***Applicant's*** Name (PRINTED)



**ARCHITECTURAL REQUEST FOR  
LANDSCAPE, STRUCTURAL CHANGES & IMPROVEMENTS**

*This application (including required supporting documentation) must be submitted. A copy signed by the Board will be returned to the Applicant.*

Homeowner(s) Name(s): \_\_\_\_\_

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

Best Phone # to reach you: \_\_\_\_\_

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

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

Nature of Request/Description:

\_\_\_\_\_

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**ARCHITECTURAL SECTION:**

- **Attach Plat of Survey with appropriate area marked to scale (MANDATORY).**
- Attach drawings to scale. (Many contractors will provide this for you.)
- Attach any additional information provided by contractor showing style, color, photos etc.

**Details:**

Dimensions: \_\_\_\_\_

Color(s): \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Contractors Name: \_\_\_\_\_ Contractor Phone#: (\_\_\_\_) \_\_\_\_\_

**LANDSCAPE SECTION:**

- Attach Plat of Survey or Landscape plan Map with appropriate area marked to scale **(MANDATORY)**.
- Attach drawing to scale (or catalog cuts if available).

Give detail description of your plan including specific names of plantings:

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Who is doing the work? \_\_\_\_\_

Will other items be removed? If YES, explain:

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**BOARD OF DIRECTORS RECOMMENDATION:**

Approval: (BY) \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of approval (if any): \_\_\_\_\_

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Disapproval: (BY) \_\_\_\_\_ Date: \_\_\_\_\_

Reason for disapproval: \_\_\_\_\_

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