

**Hickory Heights  
Property Owners Association, Inc.**

**Home Improvement Procedure**

**\*\*\*Submitted Application is valid for 90 days from the date of HHPOA signatures on the submitted plans.**

Proposed new construction, remodeling and additions to homes in the Hickory Heights subdivision must comply with the Bloomfield Township Zoning Ordinances and Building Department regulations.

- New construction, exterior remodeling and additions must also be approved by the HHPOA Architectural Control Committee – before the construction begins.
- Generally, the proposal must “conform to the general architectural plan and scheme of the development of the subdivision evidenced by structures theretofore erected ...”.
- Architectural design, landscape grade, kind and quality of materials, and workmanship are also reviewed.

The following steps must be taken to obtain approval by the HHPOA:

1. Review the Bloomfield Township zoning code, Building Department regulations, and your Hickory Heights Subdivision Declaration of Restrictions for requirements. In the event of a conflict between the Township ordinances and the Subdivision restrictions, **the most stringent requirement applies.**

Note: Since the Hickory Heights Subdivision was built in five (5) phases, there are five (5) different Declaration of Restrictions – which may vary slightly; be sure to check the restrictions for your lot.

2. Obtain the Township requirements regarding their approval procedure for plans and building permits (Building Department).
3. Architectural plans and specifications of your proposed construction should be drawn to meet Township requirements.
4. Submit two (2) copies of your proposed architectural elevations showing the finished grade elevations and a plot plan to the Hickory Heights Property Owners Association president.
  - a. Reduce all elevations to no more than 8 ½ “ by 14”.
  - b. Include a completed HHPOA Home Improvement Application; the application may be downloaded from the HHPOA website.

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5. Submit your two (2) copies of plans two (2) weeks before the scheduled HHPOA Board meeting; these meetings are typically held the 2<sup>nd</sup> Tuesday of each month.
  - a. Your plans will be reviewed by the HHPOA Architectural Review Committee.
  - b. The Committee will meet with the homeowner or architect/builder if necessary to address any problems and resolve them before the Board meeting.
  - c. If the plans violate any applicable subdivision restrictions, you will be informed of the fact and will have the opportunity to amend them.
6. Your plans and our recommendations will be submitted to the HHPOA Board for final approval. When approved, one copy of the plans will be returned to you, containing at least five (5) signatures of the HHPOA Architectural Control Committee members along with the HHPOA Application form to be signed and dated by Bloomfield Township and returned to HHPOA Architectural Liaison which will be placed on file with the retained HHPOA copy of your plans.
7. Submit your approved plans to the Township Building Department.
8. Return the signed HHPOA review checklist with the Township Building Department signature and dated to HHPOA Architectural Liaison.