

Cimarron Ponds Homeowners Association (CPHA)

**Structural Alteration/Addition to a Building Approval Form**

**SUBMIT FORM:**  
**Electronically (e-mail): [cp.concernform@gmail.com](mailto:cp.concernform@gmail.com)**  
**Paper: place in the designated mailbox (by the front door) at [991 Yuma Lane](#)**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

- When filling out this form please refer to the CPHA website for the RULES and REGULATIONS 2019 Version specifically the section titled Building Alterations/Additions, Page 2.
- Please consult the Repair/Responsibility Chart in the CPHA directory or on the CPHA website.
- **Structural Alterations/Additions require a City of Plymouth Building Permit and Inspection(s).**
- A Dumpster, Container, Portable Bathroom Form must be completed, and approved, prior to placing these items on homeowner or CPHA property.

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**Please enclose with this application the following items on 8 ½" x 11" paper.**

- 1) "Plat Survey Drawing" from CPHA website, showing the dimensions of the addition, the location on the existing building and the property line setbacks of 8 feet. No addition may encroach on any utility or drainage easements as shown in the drawing.
- 2) Floor Plan – ¼" per foot scale.
- 3) Wall section from footing through roof design showing all materials.

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**All building additions must meet the following criteria.**

- New structures may not exceed three hundred (300) square feet in area.
- New structures must maintain an eight (8) foot property line setback.
- New structures may not extend beyond the ends of the existing building without board approval.
- All exterior materials must match existing wall, window/door and roofing materials as close as possible. Windows must be sliding or double hung only, and in board approved colors.
- The existing concrete patio slab must be removed.
- The roof pitch, fascia/soffit and roofing must be the same as the existing building, and any painted areas must use board approved colors.
- The exterior of the addition must be completed within six months (180 days) of the start of construction.
- A separate landscaping plan must be submitted, on the Landscape Approval Form, for board approval. The landscaping needs to be completed within 30 days of the building's exterior completion.
- The homeowner is responsible for all exterior maintenance of the new structure, including but not limited to, foundation, cement work, brick work, roofing, painting, staining, gutters, windows, and doors.

- The homeowner agrees to obtain from any purchaser or transferee of the homeowner’s property a written acknowledgment that such new owner is responsible for the continued maintenance of the new structure that is the subject of this application and deliver it to the homeowner’s association at the time of the property transfer.
- The homeowner agrees that the permits, construction, and inspections required by the City of Plymouth are the sole responsibility of the homeowner.

**Board Member Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Projected Start Date** \_\_\_\_\_

**Projected Completion Date** \_\_\_\_\_ (within 180 days of start)

**Final Board Member Sign-off** \_\_\_\_\_ **Date** \_\_\_\_\_

**Non-compliance with the above specifications, including a failure to obtain a City of Plymouth Permit (if required) may result in removal, re-installation or painting to meet CPHA and city approval. Failure to meet that approval will risk fines being levied against the property owner in accordance with CPHA Rules and Regulations.**

REV 10/24 LM