



HOME / PROPERTY IMPROVEMENT APPLICATION (H/PIA)

Article IV, number 5 of the Meadowbrook Farm / Clarkson Estates Indentures (dated May 30, 2002) states: "the Trustees of the subdivision are responsible for regulating structure or design alterations of properties within the subdivision. Any lot owner who wants to make an exterior structural modification or addition or who wants to erect an antenna, deck, fence, pool or other recreational facilities or to undertake additional paving or material alteration of appearance (**anything beyond mere repair or maintenance**) shall be required to obtain prior written consent of the Trustees **before such work begins**.

The lot owner intending to make such a change shall submit plans detailing the proposed work to the Trustees after making application to any municipal authorities for permits. (Subdivision approval is independent of City and/or County approval and the Subdivision is not required to approve a project merely because the City and/or County have done so.) The Trustees shall have up to thirty (30) days to evaluate the proposal and make written response to the lot owner. The lot owner shall have the right to meet with the Trustees to review any adverse action.

If any lot owner attempts any such alteration without obtaining prior consent of the Trustees, the Trustees shall give the lot owner thirty (30) days written notice to correct the violation. If the lot owner does not voluntarily make the correction, the Trustees shall have the power to cause legal action to be commenced to correct or remove the unauthorized alteration. If the trustees prevail, the lot owner shall be responsible to pay all costs of the litigation, all Subdivision attorney fees and all costs of corrective work."

To complete this Home Improvement Application, please fill out and return page 2 of this application form and attach the following:

1. **Copy of the plans** and specifications for your proposed improvement
2. **Copy of your lot survey** with a drawn proposed improvement, using red or blue ink, shown approximately to scale.
3. **Copy of building permits** from the City of Chesterfield and/or St. Louis County, if applicable. (Typically, you may not have a copy of the permits at the time you submit this Home Improvement Application to the Board of Trustees – Please send a copy of the permit(s) to your Board of Trustees after you receive them from the City and/or County).
4. **If your project requires permits** - Ordinarily, the City of Chesterfield Zoning Application requests Subdivision acknowledgement of the project before they grant their permit. Please complete page 2 of the Home Improvement Application and return it to the address listed. The Trustees will send you a project acknowledgement for permit application. **This does not constitute approval of the project.** The whole application package must still be received for project approval.
5. **H/PIA validity**. An Approved H/PIA form is valid for only 120 days from date of approval.

If you are not sure if your project needs approval from the Board, the Board of Trustees recommends that you submit a Home Improvement Application anyway. The Board will get back to you and provide appropriate counseling. Also, refer to the Specific Project page on the Subdivisions website for specific project instructions.

Thank you,

Meadowbrook Farm/Clarkson Estates Board of Trustees

