

# Willow Park

Homeowners Association

2850 NE Kendallwood Pkwy, Ste. B  
Gladstone, MO 64119

## ARCHITECTURAL MODIFICATION REQUEST FORM

This form **MUST** accompany all requests

Date \_\_\_\_\_

Address \_\_\_\_\_

Owner's Name \_\_\_\_\_

Email \_\_\_\_\_ Telephone # \_\_\_\_\_

This request is for: \_\_\_\_\_

For approval, all submissions must include the following information:

- Type of material used (decks, stone walls, pergolas)
- Actual drawing of item
- Plot plan showing the location of the proposed submission in relation to the home
- A description as accurate as possible (pictures and drawings are always helpful)

1. Please read your Covenants and Restrictions prior to submitting any requests. This can save both time and expense.
2. Directors only approve based on style, size and location of requested additions. Where any question(s) exist, the Covenants & Restrictions will be used as the determining guide.
3. Under no circumstances does the Directors approval indicate full authorization. Anyone submitting should get the necessary government (City and/or County Planning and Building Commissions) authorization for all planned work.
4. If you proceed with work without getting all necessary approval, you may be subject to legal proceedings as well as the removal of any unauthorized improvements.

Homeowner(s) Signature \_\_\_\_\_

Date \_\_\_\_\_

Unless you are notified otherwise, this request form along with all pertinent information should be mailed to:

Willow Park Homes Association, Inc  
2850 NE Kendallwood Pkwy, Ste. B  
Gladstone, MO 64119

Contact HOME or the Board for  
email information

This request is:

Approved       Denied – if denied, the reasons are as follows:

Reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Directors / Representative

Managed by: HOA MANAGEMENT EXPERTS / HOME