

ADRC Change Requests – Getting Started

1. **Homes:** Fill out a CHV I Architectural Change Request for all exterior modifications: paint color, landscape, hardscapes, fencing, patios, and other external structures.
2. **Condos:** Fill out a CHV II Architectural Change Request for any **INTERIOR** or exterior changes. Interior changes include but are not limited to: moving or adding plumbing and electrical, changing wall layouts, window replacement, or basement renovations. Exterior changes include but are not limited to: satellite dishes, patios, fences and decks. Permits are required from Canton Twp. for ADRC approval.
3. Review the Pattern Book to ensure you are conforming with architectural elements for Cherry Hill Village.
4. Submit a mortgage survey, if possible, with your plans drawn in so the ADRC can get a perspective of property lines for your changes—particularly fences, decks and patios.
5. Submit any supporting information including photos or paint samples or links to websites, so that the ADRC can ensure all information is viewed.
6. Submit your request to adrc@mychv.com, using the naming convention:
LASTNAME_ADDRESS_(PROJECT NAME)_DATE.pdf
7. Your Approval Letter will be emailed to you within 2 weeks, unless circumstances prevent approval due to unpaid dues or non-conformance to the Pattern Book.

THANK YOU!!

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