

# Dorsey's Search Architectural Process

## **Single Family Property Owners ONLY:**

- Download the Village Exterior Alteration Application from the covenant corner on the village web site <http://dorseyssearch.org>
- Fill in all required information on the application.
- Submit the completed application directly to the village office staff for processing either by accelerated processing or it will be processed by the Resident Architectural Committee at a scheduled meeting.
- The application can be approved as submitted, approved with conditions, approved as amended, approved as an exception or denied.

**You are considered in violation if you begin work prior to approval**

## **Townhouse/Condominium Property Owners ONLY:**

- Download the Village Exterior Alteration Application from the covenant corner on the village web site <http://dorseyssearch.org>
- Fill in all required information on the application.
- Submit the completed application to the Village office staff **and** to your townhouse/condominium association. Both entities need to review and process your application prior to starting any work.
- If you submit your application to the Village the Covenant Advisor will forward the application to your townhouse/condominium association to assist you in the application process. You will still need to follow up with your association on the processing timeline. Each townhouse/condominium association processes applications differently.
- If your application was **approved** by the Village and **approved** by the townhouse/condominium association, **you can proceed with your project.**
- If your application was **approved** by the Village and **denied** by the townhouse/condominium association, then **your project cannot proceed.**
- If your application was **denied** by the Village and **approved** by the townhouse/condominium association, then **your project cannot proceed.**
- If your application was **denied** by the Village and **denied** by the townhouse/condominium association, then **your project cannot proceed.**

**If either the Village or townhouse/condominium association denies your application, you CANNOT PROCEED WITH YOUR PROJECT.**

**If you made changes prior to submitting an application and your application is denied by either the townhouse/condominium association or the Village YOU ARE IN VIOLATION**