



The Villages of Oak Creek Homeowners' Association  
Architectural Review Board (ARB)  
c/o Capital Property Solutions  
P.O. Box 630  
Worthington, Ohio 43085

Application for **Deck, Fence Gazebo or Pergola** *circle the structure type*

*Structures may include but not limited to (deck, fence, fire pit, pergola, sitting walls).*

### Resident Information

*This section must be filled in completely.*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_, Lewis Center, OH 43035  
Phase: \_\_\_\_\_  
Lot No.: \_\_\_\_\_  
Phone No.: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_  
Email: \_\_\_\_\_  
Date: \_\_\_\_\_

### Checklist for all structures

- \_\_\_\_\_ Property survey plan (from original lot purchase)  
*This will depict home location, easements, property line. This information is typically found in your property's closing paperwork.  
(show a hand sketch of structure location, setbacks)*
- \_\_\_\_\_ Design drawings or hand sketches  
*(Sufficient details of structure, dimension, foundation, footings, etc)*
- \_\_\_\_\_ Construction materials
- \_\_\_\_\_ Paint or stain finishes *(note: cannot leave the wood unfinished after 6 months)*
- \_\_\_\_\_ Estimated construction start and finish dates

### Construction safety

The contractor is required to follow all federal (OSHA), state and local building code requirements during the work. The contractor shall place reflective orange safety cones next to their vehicles parked on the street. They should not block the sidewalk with vehicles materials. Demolition materials should be disposed of properly and not left on the property grounds or curbside.

**Contractor Information**

*If Applicable*

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_

**Structure Information**

Height: \_\_\_\_\_ (vertical distance from ground line)  
Post spacing: \_\_\_\_\_  
Post size/type: \_\_\_\_\_  
Footing Depth: \_\_\_\_\_ (shall be embedding in concrete a minimum 30")  
Type: \_\_\_\_\_  
Paint/Stain: \_\_\_\_\_

*Note: Colors can include clear or neutral colors such as white, grey, beige, cedar finishes.*

**Notes**

Allow up to 30 days for your application to be reviewed.  
Refer to your lot's deed restrictions for structure building requirements and limitations. It varies from phase to phase within VOCHOA. Find more information at [www.VillagesofOakCreek.com](http://www.VillagesofOakCreek.com).

**Township and County Permits**

You should obtain all local zoning permits prior to beginning your project. For requirements, contact Orange Township office at (740) 548-5430. The residence is responsible for any county permits for construction too.

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*This section will be completed by ARB Committee*

\_\_\_\_\_ Date Application was received  
\_\_\_\_\_ Date Requesting additional information, if application was incomplete  
\_\_\_\_\_ Date of Approval or  
\_\_\_\_\_ Date of Disapproval

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Signature of ARB or Association Trustee