RECEIPT – FOR INTERNAL USE ONLY
I hereby acknowledge receipt of the above and its marked attachments this
_____ day of _____, 20_____.
This receipt is not an acknowledgment that such submission is complete.
By: _____

APPLICATION FOR APPROVAL
SUBMISSION TO ARCHITECTURAL CONTROL COMMITTEE

A. GENERAL INFORMATION:

Owner: _____
Property Address: _____
Mailing Address: _____
Phone Number: (h): _____ (w): _____

B. MY REQUEST INVOLVES THE FOLLOWING TYPE OF IMPROVEMENT:

- ❍ Landscaping
- ❍ Drive/Walk Addition or Improvement
- ❍ Basketball Backboard/Pole
- ❍ Storm Doors
- ❍ Storage Shed
- ❍ Room Addition
- ❍ Fencing
- ❍ Painting
- ❍ Deck/Patio/Slab
- ❍ Roofing
- ❍ Patio Cover/Awning
- ❍ Painting (if so, you must read and fill out Section D. below)
- ❍ Other_____

C. DESCRIPTION OF WORK (INCLUDE NATURE, KIND, EXTERIOR COLOR, AND LOCATION OF PROPOSED IMPROVEMENT):

_____
_____
_____
_____

D. PAINT FORM FOR EXTERIOR PAINT (ONLY FILL OUT IF APPLICABLE)

Please include the a sample of the requested paint colors and fill out the below box indicating the color name and code that you are requesting for each area to be painted.

Base/Body	
Trim	
Front Door	
Accent	

E. NAMES AND ADDRESSES OF ARCHITECT, CONTRACTOR OR OTHER OWNER REPRESENTATIVE(S), (IF ANY):

_____
_____

F. ATTACHMENTS:

- ☐ Samples or description of colors
- ☐ Specifications (e.g. manufacturer's brochure)
- ☐ Construction Plans
- ☐ Photographs
- ☐ Other
- ☐ Sample of materials
- ☐ Elevation drawings
- ☐ Architectural drawings
- ☐ Plot Plan

I understand that I must receive the written approval of the Architectural Control Committee in order to proceed. Architectural Control Committee approval does not constitute approval of the local building or zoning department, drainage design or structural or engineering safety and/or soundness. I understand that I may be required to

obtain building or other permits and approvals prior to the commencement of any work. I agree that my failure to obtain required building or other permits and approvals will result in the withdrawal of the Architectural Control Committee's approval.

I further agree not to alter existing drainage patterns on the Lot without the express approval in writing by the Board or the Architectural Control Committee. Upon completion of my improvement, I hereby authorize Architectural Control Committee or its delegate to enter onto my property for exterior inspection at a mutually agreed upon time, if requested. I agree that my refusal to allow inspection may result in the withdrawal of the approval.

I further agree that if, at any time during the process, the Architectural Control Committee requests to enter onto the Lot or requests further information to determine if the improvement is being constructed in accordance with the approval plan and in compliance with the covenants, I will comply with the request. I agree that my failure to comply with the request shall result in withdrawal of the approval. I further understand that the Association may request additional information prior to reviewing this request. In addition, I agree that my failure to start or complete the improvement within the time specified on the application shall result in withdrawal of the approval unless an extension is requested in writing and approved in writing.

Homeowner's Signature: _____ Date: _____

Planned Start Date: _____ Planned Completion Date: _____

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