



ARCHITECTURAL CONTROL COMMITTEE - IMPROVEMENT REQUEST FORM

Association:

Date:

that any owner who is considering improvement of his/her deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following to the Architectural Control Committee prior to initiating work on the planned improvements:

- (1) A completed Improvement Request Form
- (2) Complete and detailed building plans, material listing and specifications
- (3) A property site/plot plan showing the location of the proposed improvement

Failure to SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1,2,3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from their property and return the property to its original condition. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to initial request.

Homeowner:

Email :

Property Address (Street/City/State):

Zip Code:

Work Phone:

Cell Phone:

Describe the improvement which you propose:

Details:

Contractor Name:

Contractor Phone:

Contractor Email:

Scheduled Start Date:

Scheduled End Date:

PLEASE PROVIDE COPIES OF CONTRACTS AND PERMITS

Materials to be used for the improvement (check all that apply and list the color being used):

Brick

Cement

Stucco

Wood

Siding

Other

I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with the City codes and that the Architectural Control Committee approvals do not override the City codes but rather, are intended to work with them.

Homeowner's Printed Name

Signature

Date

Your home is our KEY priority