

**INSTRUCTIONS:** Fill out completely. This is an important document that will be kept in permanent files. No action will be taken unless this form is completed. **FORM MUST BE SIGNED BY OWNER - NOT BUILDER.**

Lot Number \_\_\_\_\_

Date \_\_\_\_\_

FROM: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Tele No. \_\_\_\_\_

Builder Name \_\_\_\_\_

Address \_\_\_\_\_

Tele No \_\_\_\_\_

Submitted herewith are plans for \_\_\_\_\_ to be built on the above identified property. I certify that I have a copy of the Protective Covenants applicable to this property, have recently reread them, have furnished a copy to my builder, have discussed the provisions therein with said builder, and understand my obligations and responsibilities there under. I further certify that either I or my builder has provided the following statistical data regarding the proposed structure which forms an integral part of this request, and that the figures are accurate with two square feet.

(1) Structure **First Floor** \_\_\_\_\_ **Second Floor** \_\_\_\_\_ **Lower Level** \_\_\_\_\_  
 Size **Garage** \_\_\_\_\_ **Porch** \_\_\_\_\_

(2) Materials and colors (give full commercial description - do not use only "red" or "yellow," but indicate what type of red or yellow; also submit herewith color chips showing exact brands and colors.

	<u>Material</u>	<u>Color</u>	<u>Material</u>	<u>Color</u>
Roof	_____	_____	Shutters	_____
Front	_____	_____	Door	_____
Sides	_____	_____	Trim	_____
Back	_____	_____	Other	_____

(3) **Fence** (give type, sitting, colors, and material)

(4) **Other Structures** (e.g., garages, storage sheds, additions to existing house)

(5) **Other** (e.g., new roof, flagpole)

I (we) request approval of enclosed plans

Signed \_\_\_\_\_  
 Owner Owner

**ACTION BY ARCHITECTURAL CONTROL COMMITTEE**

- (1) We have examined the submitted plans and specifications and find that they [meet] [do not meet] the letter and tenor or the Protective Covenants.
- (2) Reasons, Comments, Recommendations (include references to paragraphs in Covenants, if applicable)
- (3) Your plans will be held on file by the ACC until the construction is complete, after which they will be returned to you.
- (4) If approved, approval is valid for a period of \_\_\_\_\_ from the date hereof. If construction has not been substantially commenced with that period, the applicant shall either; (1) obtain a written extension from the ACC; or (2) at the ACC's sole discretion, be required to again submit plans and specifications for any structure(s) to be placed on said lot. In either event, owner shall be subject to Protective Covenants then in effect.

Signed \_\_\_\_\_ Committee Member \_\_\_\_\_ Committee Member \_\_\_\_\_ Committee Member

Date Approved: