

# ACC Improvement Request Form

Community: \_\_\_\_\_

Date: \_\_\_\_\_

## Complete the steps below:

**(The request will not be processed if the items below are not submitted to our office)**

- (1) Completed Improvement Request Form.
- (2) Detailed building plans must be submitted include height, length, and width of the proposed improvements.
- (3) A property Site/plot map showing the location of the proposed improvement must be submitted.
- (4) Submit a picture of each existing improvement.

<p><b>Please print the following information:</b></p> <p>Owner Name</p> <p>Address</p> <p>Phone</p> <p>Email Address</p>	<p><b>Briefly describe the improvement:</b></p>
<p><b>Materials to be used: (All applicable items)</b></p> <p>Brick      Color</p> <p>Stucco     Color</p> <p>Siding     Color</p> <p>Paint      Color</p> <p>Stain      Color</p> <p>Shingles  Color</p> <p>Wood      Color</p> <p>Other (Explain)</p>	<p><b>Location of the improvement or changes: (Check all items that apply)</b></p> <p>Front of home</p> <p>Back of home</p> <p>Side of home</p> <p>Roof of home</p> <p>Garage</p> <p>Patio</p> <p>Balcony</p> <p>Walkway</p> <p>Other (Describe)</p>

**I understand that the Architectural Control Committee (ACC) will act on this request within 60 days of receipt and contact me in writing regarding their decision.** I agree not be begin work on this improvement without written approval from the ACC. I understand if any change is made without approval, I may be required to remove the improvement from my property. I also understand that all construction must comply with city/county codes.

Homeowner's printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Improvement start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_