



Addies Pond
ACC Committee
Chairman

**ARCHITECTURAL CONTROL COMMITTEE (ACC)
REQUEST FORM**

WHEN DO YOU FILE A REQUEST FOR APPROVAL?

An application must be submitted for **any** painting, construction, modification, or addition to the exterior of your building or grounds, be it front or rear of your house.

WHAT IS THE OBJECT OF THIS FORM?

The object of requiring a Homeowner to file a request form with the Architectural Control Committee (ACC) is two-fold: 1) To insure that your planned improvement conforms to the Association's Covenants, maintains the architectural harmony of the Community and in no way inconveniences your fellow homeowners. 2) To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

Date: _____ Est Start Date: _____ Est Completion Date: _____

Preferred method of contact: E-mail Phone Fax Mail

Applicant Name: _____

Home Phone: _____

Address: _____

Office Phone: _____

Email: _____

Mobile Phone: _____

Project Description - Describe the type of alteration you propose to make, including a description of the work, types of materials, colors (must include paint chips), and contractor name and contact information (if applicable). A scale drawing(s) of all improvements must be submitted with the request to show the exact location on the plot plan, elevation (side view), and dimensions.

Signatures of adjacent property owners and others who will see the exterior modifications - Their signature does not indicate their approval of the planned project, just their acknowledgement of it. If they have any questions regarding this application or disapprove of any of its components, they

are encouraged to discuss their concerns directly with the applicant. Otherwise, they should contact the Architectural Control Committee or the HOA Board (preferably in writing) to explain their concerns.

Initials of Neighbors **Name and Address**

_____	_____
_____	_____
_____	_____

Notice to Applicant

The authority of the Architectural Control Committee (ACC) is derived from the Declaration of Covenants, Conditions and Restrictions ("CCRs"). No work should commence until written approval is received from the ACC.

Applicant acknowledges that all improvements must be construction in accordance with the design guidelines contained in the CCRs in addition to any guidelines or rules adopted by the Association or ACC from time to time. All improvements must be constructed in accordance with the laws, rules, regulations, and building codes of governmental authorities having jurisdiction. Approval of this application does not constitute approval by any governmental authority, nor does it constitute a building permit.

Approval of this application does not give Applicant the right to enter upon the property of any other owner or the common area in order to perform the construction contemplated by this application.

Applicant certifies that the information contained herein is true and correct to the best knowledge and belief of Applicant.

_____	_____
Applicant Signature	Date

SUBMIT THIS APPLICATION TO:
Chairman – Addies Pond ACC

For ACC Use Only:

Date Application received: _____	Primary ACC Member: _____
Date Decision rendered: _____	Secondary ACC Member: _____

Application Approved

Application Approved with the following conditions:

Application Denied with the following comments:

Notes:
