



ARCHITECTURAL CONTROL COMMITTEE APPLICATION

Homeowner Improvements Application

This application and any appropriate supporting document(s) need to be submitted no less than 14 days prior to the date of construction to commence. Please attach a lot diagram showing the location of the improvement and a drawing showing any details that should be considered by the Committee. These items will need to be submitted to the ACC via email at Hoa4thp@gmail.com or delivered to the Ashby Real Estate office. No structure or improvement shall commence or be placed or altered on any lot until the application and plans receive preliminary approval in writing by the majority of the members of the Committee.

Community Name: _____ Div #: _____ Lot #: _____

Owner: _____

Address: _____

Telephone: _____ Email: _____

Project Description:

Square Footage of building (or linear feet of fence): _____

Siding Materials: _____

Exterior Colors:

Primary: _____

Trim: _____

Accent: _____

The above information is complete and accurate to the best of my knowledge.

Dated this _____ day of _____, 20 _____

Applicant's Signature: _____

ACC RECOMMENDATION:

(CIRCLE ONE) APPROVED DENIED

ACC MEMBERS SIGNATURE: _____

ACC MEMBERS SIGNATURE: _____

ACC MEMBERS SIGNATURE: _____

INSTRUCTIONS

In addition to the application, you will need to submit an original of the following attachments:

1. Full details of purpose and/or reason for improvement.
2. Site plan with scale drawings of exact dimensions of improvement showing location on property. Note distance from property lines. Show relationship of improvement to neighboring homes and/or open spaces.
3. Drawings and/or illustrations showing the design of proposed improvement—state architectural style of existing home.
4. Materials/Color:
 - a. List type of wood or other materials to be used.
 - b. Color: note whether color is the same as existing siding or trim on house or attach color chip for other color/stains.
5. Grading plan if changes in grad or other conditions adversely affecting drainage are anticipated (generally, approval will be denied if adjoining properties are adversely affected by changes in drainage).
6. Landscape plan if application is for landscaping or relevant to project.
7. Signed written agreement of affected lot owner if improvement falls on property line.

ACKNOWLEDGMENT OF APPLICANT

1. I understand that construction of certain major projects require that I obtain a City or County building permit. Approval of a project by the ACC does not affect or alter that requirement.
2. I understand that no construction activity shall take place prior to the approval of the ACC. If alterations are made prior to approval I may be required to return the property to its former conditions at my own expense if this application is not approved wholly or in part, and that I may be required to pay all legal expenses incurred if legal action becomes necessary.
3. I understand that members of the ACC are permitted to enter on my property to make reasonable inspection of proposed construction locations.
4. It is understood that I am aware of the Covenants, Conditions and Restrictions and Architectural Controls with regard to the review process.
5. The alteration authority granted by this application will be revoked automatically if the alteration request has not commenced within three (3) months of the approval date.
6. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner as per plans submitted.

DATE: _____ **SIGNATURE OF APPLICANT:** _____