

Bridgefield HOA Architectural Control Committee Request Form

Homeowner Name: _____ **Date Submitted:** _____

Property Address: _____

Email: _____ **Phone:** _____

Submittal Type:

- Initial
 Resubmittal
 Request for Extension
 Request for Approval of Previous Improvements

Submittal Details:

A plot plan showing the improvements is required. Drawings showing additional details are welcome and may be requested.
 Please mark the box below indicating the type of modification or additional being submitted for review. Include information noted for the box selected from the table below.

<input type="checkbox"/> Fence (1,3,4)*	<input type="checkbox"/> Building Modification (1,2,3,4, 5,6,7)*	<input type="checkbox"/> Deck/Patio (1,2,3,4, 5,6,7)*
<input type="checkbox"/> Tree Removal (1,4)*	<input type="checkbox"/> External Structure (1,2,3,4, 5,6,7)	<input type="checkbox"/> Painting (color change) (3)*
<input type="checkbox"/> Swimming Pool (1,2,3,4,6,7,8,9,10)*	<input type="checkbox"/> Other (1,2,3,4,6,7)*	

Provide the following details as indicated above:

- | | | | |
|-----------------------|----------------------|--|-----------------------------------|
| 1. Overhead Plan View | 2. Elevation View | 3. Color(s) | 4. Photographs depicting location |
| 5. Material Type(s) | 6. Material Examples | 7. Renderings structure or modifications | |

Estimated Duration

Start Date: _____ **Finish Date:** _____

Provide Detailed Description & Additional Comments (use additional pages if needed)

Acknowledgement of at least two Property Owners who are most affected because they are adjacent and/or have a view of the proposed change. This signature DOES NOT imply approval or disapproval, but merely indicates an awareness of the applicant's intent. If any objection to this application arises, please discuss them with the applicant and notify BHOA ACC of your concerns. See www.bridgefieldofmadison.com for contact information.

Signature:	Date:
Address:	

Signature:	Date:
Address:	

I understand that I must receive approval of the Architectural Control Committee (ACC) in order to proceed with installation of improvements. If I proceed with the installation of improvements without ACC approval, I understand that I will be assessed \$100 per month from start of construction until an ACC form is approved and the improvements comply with my submittal to the ACC. I understand the ACC is not responsible for passing safety, whether structural or otherwise, or conformance with building codes or other governmental laws or regulations, nor does approval of an improvement constitute approval of any building codes or other governmental laws or regulations, and that I may be required to obtain a building permit to complete the proposed improvements. The ACC and the members thereof, as well as the Association, the Board of Directors, or any representative of the ACC, shall not be liable for any loss, damage or injury arising out of or in any way connected with the performance of the ACC for any action, failure to act, approval, disapproval, or failure to approve or disapprove plans, if such action was in good faith or without malice. Any changes to the originally approved specification must be resubmitted to the ACC. All work authorized by the ACC shall be completed within the time limits established herein, but if not specified, no later than one year after the approval was granted.

Homeowner's Signature: _____ Date: _____

BHOA ACC Decision	
Date:	<input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved Subject to the following comments <input type="checkbox"/> Denied for the following reasons
Comments:	
All work to be completed no later than:	
Date:	ACC Signature:

Bridgefield HOA Architectural Control Committee Request Form

ACC Request Form Instructions

PLEASE READ AND FOLLOW CAREFULLY

1. The Bridgefield Homeowners Association (BHOA) Architectural Control Committee (ACC) architectural review request form must be completed and approved BEFORE any work commences on the property.
2. The approval process can take up to thirty (30) days from the date the ACC receives your request. Please plan accordingly.
3. The property owner shall complete the top portion of the form and sign it as indicated on the form.
4. The following information MUST be included as defined in the form: a property survey or plat plan that indicates location(s), of change(s), addition(s) or installation(s) along with copies of plans, specifications, descriptions, dimensions, materials, sample color chip(s), pictures and any other pertinent data. Additional information and details may be requested by the ACC if need. Please Note: All submitted items will be retained for our files, so please send us copies and retain your originals.
5. You have three options for returning this request form and all supporting documents:
 - a. To any BHOA Board Member via the BHOA email (see www.bridgefieldofmadison.com)
 - b. At any BHOA Board of Directors meeting
 - c. Mail to:
Bridgefield HOA
Attn: ACC
P.O. Box 621
Madison, AL 35758
6. Bridgefield HOA Board will process and forward your request to the ACC. The ACC will make all decisions based on the fair and impartial application of the rules and regulations specified in the Declaration of the Covenants and Restrictions for Bridgefield HOA.
7. Once the request is approved or denied, the ACC will return the request form to the Bridgefield HOA Board. A response from the Bridgefield HOA board will be sent to you via email or mail. This response may include additional comments from the ACC explaining any additional conditions of approval or the reason(s) for denial, as appropriate.