

ARCHITECTURAL CONTROL COMMITTEE (ACC) FORM

HOA COMMUNITY: _____

Purpose: This form is to be used by homeowners to submit proposed exterior alterations, improvements, or additions to their property for review by the Architectural Control Committee (ACC)/Board. All changes must comply with the community's Governing Documents (CC&Rs) and architectural guidelines. Please complete this form in its entirety and provide all required supporting documents. Incomplete submissions will be returned and will delay the review process.

Section 1: Homeowner and Property Information

Homeowner Name(s): _____

Property Address: _____

Lot Number/Block: _____

Phone Number: _____

Email Address: _____

Section 2: Description of Proposed Alteration

Please provide a detailed description of your proposed project. Be as specific as possible. If this is a replacement of an existing feature, please describe both the old and new features.

Type of Project (check all that apply):

New Construction / Addition

Fence

Deck / Patio / Porch

Landscaping / Hardscaping

Exterior Paint Color

Roof / Gutter Replacement

Window / Door Replacement

Awning / Canopy

Shed / Outbuilding

Solar Panels

Other (please describe): _____

Detailed Description of Work:

Section 3: Project Details

Dimensions:

• **Length:** _____

• **Width:** _____

• **Height:** _____

Materials and Colors:

• **Material(s):** _____

• **Color(s):** _____

• **Finish:** _____

Start Date (estimated): _____

Completion Date (estimated): _____

Section 4: Required Attachments

Checklist of items included with this application:

- Site Plan:** A drawing showing the proposed location of the project on the property, including setbacks from property lines.
- Architectural Drawings/Sketches:** Drawings or sketches that clearly show the design, dimensions, and appearance of the proposed change.
- Material Samples:** Samples or brochures showing the proposed materials, colors, and finishes (e.g., paint swatches, shingle samples, paver brochures).
- Contractor/Installer Information:** Name and contact information of the contractor, if applicable.
- Other relevant documents:** (e.g., city permits, engineering plans).

Section 5: Signature and Agreement

I/We certify that all information provided in this application is true and accurate. I/We understand that no work shall begin until written approval is received from the Architectural Control Committee (ACC). I/We agree to complete the project in accordance with the plans submitted and approved.

Homeowner Signature: _____ **Date:** _____

Printed Name: _____

For ACC/Board Use Only

Date Received: _____ **Received By:** _____

Approval Status:

- Approved**
- Approved with conditions** (see comments below)
- Denied** (see comments below)
- More information needed** (see comments below)

Comments:

ACC Committee Member Signature: _____ **Date:** _____