

ARCHITECTURAL REQUEST FORM

To assist the Architectural Control Committee (ACC) in reviewing your request, please provide as much detail as possible about your proposed project. Review the checklist below and include all information applicable to your request.

If your project will be completed by a contractor, **a copy of the contractor's proposal or bid must be submitted with your application.** If you will be completing the work yourself, please provide a thorough description of the proposed project, including the materials to be used, dimensions (if applicable), colors, and the scope of work.

This information enables the ACC to properly evaluate the project for compliance with the Association's governing documents, architectural standards, and approved design requirements.

Pricing information is not required for the ACC's review. You may redact all costs, pricing, and other financial information from the contractor's proposal or bid before submitting it.

Area around Unit to be Changed _____

Purpose and/or Reason for the Request _____

Complete Scale Drawing/Picture of Work – On Back or Attach Extra Sheet

Length, Width, Height, Other Appropriate Size Dimensions _____

Material to be Used _____

Design, Style _____

Color _____

Company Name and/or Brand _____

Name _____

(Signature)

Unit# _____ Phone# _____ Date _____

EMAIL ADDRESS

REQUIRED:

The Architectural Control Committee allows three months for completion of work. If the work is not complete within that time, the request must be resubmitted to the committee. Requests must be in by the 5th of the month to be considered at that month's meeting.

For Office Use Only

Date ACC Reviewed _____ Approved _____ Not Approved _____

Completion Date By _____ Rep. Checked Date _____

Chair _____ Rep. Approval Yes _____ No _____