



# ACC REQUEST FORM

Per the governing documents of your neighborhood the following items must be submitted in order for us to process your request.

**IMPORTANT: Use One Form per request proposed.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of improvement  FRONT YARD  BACK YARD  SIDE YARD Other: \_\_\_\_\_

Will a contractor/professional be doing this project?  YES  NO If Yes, please indicate company name, and or estimate/bid

**What are Requesting to get done:**

*example: Storm door, covered patio, stain or paint driveway, install landscaping, move fence, gutters etc.*

**ATTACHMENTS REQUIRED - in addition to this form please include the following:**

1. **Detailed building plans** including the height, length, and width of the proposed improvement.
2. **A "PLAT"** Site plan (Survey): issued in closing papers showing the building setback lines and easements  
*Must show exact location of the improvement on the site plan with the distance to each property line.*
3. **Pictures or drawings** of proposed improvement.
4. **Materials used** in construction (if applicable) List (ex: type of wood, brick, cement, iron, flagstone, stucco, etc.)
5. **Samples and/or Colors** (if applicable) Provide brand/name and color samples for the paint color or stain colors to be used

**Other Information that may be needed:**

- Exterior Lighting** – Indicate wattage
- Landscape Plans** – Include type of sod, irrigation
- Pool Equipment** – Indicate location on site plan and screening (if any)
- Fence Requests** – Show location of gates on the site plan
- Solar Panels** – Provide an Aerial View (with driveway and back yard) of roof showing where the panels will be located and complete specifications for the panels. (Need Performance letter if panels are located on front of home)

**Roofing Request:**

Roofing – provide samples of material, color/brand/length of warranty (year) Include a photo, drawing or brochure showing what the improvement will look like

**Structure request like patio covers, fences etc:**

Dimensions: Needed for all improvements such as outbuildings, play structures, decks, arbors, patio/patio covers, pools, etc. For fence extensions – indicate how many feet from the front corner of the home the new fence line will be

Length \_\_\_\_\_  
Width \_\_\_\_\_  
Height \_\_\_\_\_

**Pool Request:**

*See pool addendum on next page*

**ACKNOWLEDGEMENTS (initials below):**

- \_\_\_\_\_ I acknowledge receipt of the Architectural Design Guidelines and have read and agree to abide with them in regards to the modification/ addition as proposed.
- \_\_\_\_\_ I understand that any contractors that I employ are not permitted to place signs on the property.
- \_\_\_\_\_ I understand that greenbelt access or adjacent lot access is not granted for construction (ingress, egress or storage included)
- \_\_\_\_\_ I hereby agree not to begin any improvements or changes until the Architectural Committee or Reviewer notifies me of their approval
- \_\_\_\_\_ I understand that I am responsible for maintaining a clean construction site
- \_\_\_\_\_ I understand that Plans and specifications submitted for review are not being reviewed for structural integrity; compliance with zoning and building ordinances or any other applicable statutes, ordinances or governmental rules or regulations, compliance with the requirements of any public utility, easement or other agreements, or preservation of any view.
- \_\_\_\_\_ I understand that my account will be charged a one-time **\$25 processing fee** for each submittal BEFORE my application is reviewed.

Please thoroughly review your application to ensure that all required information is included.

**Incomplete applications will not be reviewed.**

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_



# ACC REQUEST FORM: Pool Addendum

The submittal of plans and specifications can be submitted by the Owner and/or Builder

**This form is only required for a Pool Request**

Owner Name: \_\_\_\_\_ Date of submittal: \_\_\_\_\_

Property Address: \_\_\_\_\_ Community Name: \_\_\_\_\_

Contactor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**This checklist is being submitted as an addendum to the review form.**

**The following documents must be submitted. Please initial that each item has been included in your submittal.**

- \_\_\_\_ Completed submittal application & Process form
- \_\_\_\_ Required fees and deposits (if applicable) (please provide separate checks).

**The items below must be clearly shown on your plans. Please initial that each item is shown on your plans.**

- \_\_\_\_ Show location of pool equipment and screening wall (if applicable), specify material to be used for screening wall.
- \_\_\_\_ Provide color rendering of pool design and decking. Specify materials to be used.
- \_\_\_\_ If pool is above grade please show rear and side elevation with height above ground with type of veneer and color to be used.
- \_\_\_\_ Provide structural cross section of pool.
- \_\_\_\_ Show where backflow will drain, not to affect neighboring properties.
- \_\_\_\_ Total Impervious cover calculation with the addition. (if applicable)
- \_\_\_\_ Show location of ingress/egress. **Note: Must be located on owner's property only.**

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_