

Home Improvement Request Form

Association: _____

Owner Name: _____

Contact Name: _____

Property Address: _____

Mailing Address: (If different from the property address) _____

E-mail: _____

Phone: _____ Cell # _____

(Calling instructions – please list preferred phone number and best time to call)

Describe the improvement/project and location: (be specific, give detailed information)-

Select Materials to be used (* - requires samples/picture/brochure ** - requires property plat)

___ SIDING* / LUMBER* material/color _____

___ PAINT* / STAINS* brand _____ color(s) base _____ trims/accents _____

___ ROOF* brand/series/color/warranty yrs _____

___ BRICK* brand/color/name _____

___ FENCE** material/height/width/location _____

___ LANDSCAPING** materials/location/description (requires plan design) _____

___ OTHER */** give detailed information to describe project/modification _____

Request start date: _____ **Expected Completion date:** _____

READ THE FOLLOWING INFORMATION CAREFULLY

All exterior modifications to your property **MUST** be approved in advance. Please describe improvement and provide as much detailed information as possible. Your request may be returned if the application is not properly completed and/or more information is required. **A home owner signature is required.**

Homeowners are required to obtain all necessary/required permits. Any modification to an approved request will automatically change the decision to disapproved status. A final inspection of the project may be required as requested by the ACC or Board to verify the project was completed as approved.

I am the owner of the property and have submitted a complete application with samples, brochures and/or survey, and City or County permits as required. I also understand that my request may be returned if I do not have all the information attached. I agree not to start the improvement until I have been notified of the decision. I also understand that this request will be deemed **DISAPPROVED** if I do not complete the approved project exactly as submitted or alter the project at a later date.

Signature: _____

Date: _____

----- **For Official Use Only** -----

Approved Approved with Conditions Disapproved Final Inspection Required _____

Signature: _____ Title: _____ Date: _____