

Submitting an Architectural Change (ACC) Request Online

On the **ACC Request** screen, click the “New ACC Request” button. The ACC Submission/Application Form will appear.

- **Owner Information** – This information will populate from your login information.
- **Contractor Information** – This information is required for any work being completed. If you are doing the work yourself please enter your name.
- **Project Start Date & Project End Date** – Select the dates the project will begin and end as accurately as possible.

ACC Submission/Application Form

Owner (Applicant): Demo Site Account: 167136

Street Address: 5599 Demo Lane ZIP: 75093

Lot: Block: Village/Subdivision:

Contractor:

Contractor Phone: Contractor Email:

Project Start Date: Month Day Year Project End Date: Month Day Year

- **Notification Information/Method** – Enter your contact information and choose which method you prefer to be contacted regarding the application. Please note that if you have different contact information than what is on record you must contact Customer Care to have it changed.

Notification Method - ONLY if additional information is requested by the committee. All owners will be notified in writing by mail (USPS) once the request has been approved or denied.

Home Phone: Work Phone: Cell Phone:

Mailing Address (if different): ZIP:

Email:

How Should We Notify You?

- **Modification or Addition Requested** – Select the type of modification or addition that will be made; if you have any questions about which type to choose please contact your Association Manager.
- **Is this request in response to a violation letter we sent you?** If you are in receipt of an ACC Violation letter and are submitting your request in response please select “Yes.”
- **Description of and Reason for Request** – Please describe the modification with as much detail as possible.
- **Modification or Addition Request Information Submission** – This section allows you to attach documentation that is required in order to review your submission. If you have any items that you cannot upload please have them delivered to the location indicated on the form. Any applications missing the required attachments may be delayed or denied.

Modification or Addition Requested

| | |
|---|--|
| <input type="radio"/> Detached Structure/Building | <input type="radio"/> Exterior Modifications |
| <input type="radio"/> Fence | <input type="radio"/> Landscaping |
| <input type="radio"/> New Construction | <input type="radio"/> Ornamentation |
| <input type="radio"/> Paint | <input type="radio"/> Patio/Arbor/Deck |
| <input type="radio"/> Play Equipment | <input type="radio"/> Pool/Spa |
| <input type="radio"/> Retaining Wall | <input type="radio"/> Roof |
| <input type="radio"/> Satellite Dish | <input type="radio"/> Shed |
| <input type="radio"/> Solar Screen(s) | |
| <input type="radio"/> Other: <input type="text"/> | |

Description of and Reason for Request:

Is this request in response to a violation letter we sent you?
Yes: No:

Modification or Addition Request Information Submission
Please **make sure** you have attached and included **all** of the following information:

A Photo and/or Site Plan:
Show the location of the house along with any other structures on your lot, and the proposed structure (including dimensions from the property line or other structures)

File:

- **Owners Acknowledgement** – Carefully read the terms and conditions of your application.

REQUIRED ACCEPTANCE:

I certify that the information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Committee (ACC). The Architectural Control Committee has permission to enter the property to make inspections, as they deem necessary.

Informational Addendum

REVIEW PROCESS - As stipulated in the CC&R's, the ACC may take up to thirty days from the scheduled meeting date to render a decision. However, the ACC will use every reasonable effort to expedite the review process. Applications will be reviewed prior to the scheduled meeting date for completeness and the ARC may request additional information to help clarify proposal. An applicant may appeal the decision.

APPLICATION - The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the ACC. Property owners must sign the application. Contractor's signatures for property owners will not be accepted. Modifications are not permitted to commence until the modification has been reviewed and approved by the ARC.

APPEALS - Requests to appeal an ACC decision must be made in writing within thirty days after the Modification application has been returned to the property owner.

Please Submit your Completed Request:

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When you've finished reading the Owner's Acknowledgement, check the box under "Required Acceptance" then click "Submit ACC Request".