

ARCHITECTURAL CONTROL COMMITTEE IMPROVEMENT REQUEST FORM

ASSOCIATION: _____ DATE: _____

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvements of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc. submit the following to the Architectural Control Committee prior to initiating work on the planned improvements.

- (1) A completed Improvement Request Form
- (2) Complete and detailed building plans, material listing and specifications
- (3) A property site/plot plan showing the location of the proposed improvement
- (4) A \$25.00 Application Fee (Check, Money Order or Cashier's Check payable to
Shepherds Glen Village Association)

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1,2, 3 & 4) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from their property. Any homeowner considering any exterior improvement to their property is required to review and prepare plans and submittals that comply with the Shepherds Glen Design Guidelines.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name: _____ Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Briefly describe the improvement which you propose:

Who will do the actual work on this improvement?

Homeowner _____ Contractor name & phone# _____

Location of improvement (check actual areas that apply)

☐ Front of dwelling ☐ Back of dwelling ☐ Side of dwelling ☐ Roof of dwelling ☐ Garage
☐ Patio ☐ Other (describe) _____

Material to be used for the improvement (check applicable items):

<input type="checkbox"/> Brick – Color _____	<input type="checkbox"/> Cement _____	<input type="checkbox"/> Stucco _____
<input type="checkbox"/> Wood – Color _____	<input type="checkbox"/> Electric _____	
<input type="checkbox"/> Siding Wood _____	<input type="checkbox"/> Glass _____	
<input type="checkbox"/> Paint - Color _____	<input type="checkbox"/> Stain _____	<input type="checkbox"/> Color _____

Other (explain) _____

I understand that the Architectural Control Committee will act on this request within **45** days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the ACC Committee.

Homeowners Printed Name _____ Signature _____ Date _____

Construction Start Date _____

Estimated time of completion _____