



## Architectural Modification Application Instructions

1. Any exterior changes to your property require **ADVANCE** approval from your community's Architectural Review (Architectural Control) Committee. Do not begin any modifications until you have received formal approval.
2. Please completely fill in every blank on the form. Incomplete forms will not be accepted.
3. The form must be submitted by the official owner(s) of the property.
4. Ensure your responses in each box are legible, either printed or typed.
5. It is better to submit too much information rather than not enough. Use additional pages to include sketches, drawings, pictures, etc. As a general rule, the larger or more complex the project, the more documentation will be needed for the committee to understand the complete nature of the modification.
6. The following common projects (though not a comprehensive list of all projects requiring ACC approval) most always require the minimum information such as:

**Add shed** – exact dimensions in feet and inches (height, width and length). What the shed is constructed of, roof type, color, height at eaves and pitch of roof. Picture / drawing highly preferred and sketch of where it will be located on the property with distances in feet from home / property line / fence(s), etc.

**Add playset** - exact dimensions in feet and inches (height, width and length). Picture / drawing highly preferred and sketch of where it will be located on the property with distances in feet from home / property line / fence(s), etc.

**Add patio** - exact dimensions in feet and inches (width and length). What the patio is constructed of (concrete/pavers, etc.) and sketch of where it will be located on the property with distances in feet from home / property line / fence(s), etc.

**Add swimming pool** - exact dimensions in feet and inches (width and length). Pictures / architectural drawing or rendition required with specific detail of where it will be located on the property with distances in feet from home / property line / fence(s), etc.

**Add / repair / replace fence** – Type of material (wood/wrought iron), length, height, color (stain), type of posts. Plat of property showing exact location / placement of fence on property with distances in feet from home / property line / fence(s), etc.

**Add home addition** - exact dimensions in feet and inches (height, width and length). Pictures / architectural drawing or rendition required with specific detail of materials used, color and how it ties in to existing architecture of home.

**Replace / repair roof** – Type of material (shingles used) and specific color.

**Add / replace landscaping** – Description of modifications, including types of shrubs or trees, edging, lighting, sod/grasses, mulch being used.

**Any other modification** – Use as much detail as possible to describe your proposed change.

7. Please be advised the Board/ACC reviewing your architectural modification application will provide a response to your request as quickly as possible. Generally, requests are provided approval or denial within 7 to 30 days upon receipt of the request. Please refer to your community's governing documents for the not to exceed date for response to your application request. The time limit starts the day we receive your request. Submitting your application (and supporting documents) via email will ensure your application is handled in the most expeditious fashion.

Once you have completed your ACC application, please forward it with all supporting documentation to Marcus Brandt along with a \$75 check for the processing of the ACC request, Pool ACC's require a \$400 for a Pool inspection:

Email: [marcus.brandt@fsresidential.com](mailto:marcus.brandt@fsresidential.com)

## Architectural Modification Application

As homeowner within the community, a requirement to abide by the Declaration of Covenants, Conditions and Restrictions (a.k.a. CCRs or Deed Restrictions) exists. The Deed Restrictions protect our property values by keeping a highly desirable place to live. ACC (Architectural Control Committee) approval must be obtained prior to the start of your project. To avoid delay, make your request as complete as possible and type or print legibly. **Incomplete applications will be returned for additional information.** Incorrect information or changes made after approval invalidates approval. The ACC tries to assure that all changes to our properties conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.

### 1. ABOUT THE RESIDENT(S)

<i>Name(s)</i>	
<i>Address</i>	
<i>E-Mail</i>	
<i>Phone(s)</i>	<i>Best time to call</i>

### 2. ABOUT THE PROJECT

<i>Proposed start date</i>	<i>Proposed completion date</i>
<i>Describe the nature of the project (attach pages as necessary)</i>	
<i>Location (attach sketch/drawing)</i>	
<i>Dimensions</i>	<i>Distance from fences and easements</i>
<i>Colors</i>	<i>Shape</i>
<i>Materials</i>	
<i>Builder</i>	
<i>Other (specify)</i>	

**IMPORTANT:** Include plan view and elevation drawings (to scale) plus any other supporting documents indicating project's location and its relationship to property lines, neighbors, construction, easements, etc.

### 3. ABOUT THE REQUIREMENTS

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have read the appropriate Deed Restrictions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have obtained a building permit from the City (attach copy)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This project will require a fence removal (if yes, inform Association Manager)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed project will be visible from the street
<b>Check any that apply:</b>			<input type="checkbox"/> Corner lot <input type="checkbox"/> Iron park fencing <input type="checkbox"/> Project already started/completed

<i>Homeowner's Signature</i>	<i>Date</i>
------------------------------	-------------

**Signature constitutes permission for ACC members to inspect property and agreement to abide by ACC's decision.**

**For additional information email:**  
[Marcus.brandt@fsresidential.com](mailto:Marcus.brandt@fsresidential.com)