



## Architectural Control Request

Name of Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing address (if not the property address) \_\_\_\_\_

Owner's Phone number: \_\_\_\_\_ Alternate Phone number: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

### **Requirements:**

- Painting:** (paint chips required)  
Primary Color: \_\_\_\_\_ Brand name and Paint Number: \_\_\_\_\_  
Trim Color: \_\_\_\_\_ Brand name and Paint Number: \_\_\_\_\_  
Accent Color: \_\_\_\_\_ Brand name and Paint Number: \_\_\_\_\_  
Color of the brick on the home: \_\_\_\_\_
- Roofing:** (business card size sample required)  
Roofing Color: \_\_\_\_\_ Roofing Warranty: \_\_\_\_\_  
Roofing Manufacturer: \_\_\_\_\_
- Fencing:**  
Fencing Material: \_\_\_\_\_ Height (can not exceed 6ft): \_\_\_\_\_  
Plot map (survey) of the property showing fence location is required.
- Windows:**  
All windows must appear as if part of the original construction.  
Please provide a color brochure with your Architectural Control Request.
- Other: (Explain)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Major Change Requirements:**



❑ **Additions, Porches, Entryways, Gazebos, and Playscapes:**

Plot map (survey) of the property showing lot lines, dimensions, easements and position of existing home.  
Elevations (including side views), dimensions and photos sufficient to describe the project in detail. A copy of all plans or blueprints for the project.

❑ **Landscaping, and Tree Removal:**

Plot map (survey) of the property showing the existing home and the trees to be removed or added.  
A letter telling the Board why the tree needs to be removed. (i.e.: dead, tarring up the foundation of the home, laying on the roof, struck by lightning)  
No foliage can be on or in front of the set back line for the property – see plot map (survey) for details.

❑ **Roofing shingles on file in the office - no sample required:**

- Elk 30 year – Weatherwood
- Elk 30 year – Shakewood
- Elk 30 year – Fossil Grey
  
- Owens Corning 30 year – Weather guard – Driftwood
- Owens Corning 30 year – Duration – Brownwood
- Owens Corning 30 year – Duration – Teak
- Owens Corning 30 year – Duration – Estate Gray

**Approvals will be determined within thirty (30) days of receipt of the request. Approval or denial of this request will be sent to the Homeowner in writing.**

**All projects must be completed with in ninety (120) days of the date on the approval letter.**

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FOR ARCHITECTURAL CONTROL COMMITTEE USE ONLY

FILE NUMBER: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DATE OF LETTER: \_\_\_\_\_

ACCEPTED: \_\_\_\_\_

DENIED: \_\_\_\_\_

COMMENTS:

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