

## ***Architectural Control Committee (ACC) REQUEST FORM***

Please ***PLAN AHEAD***. Depending on the next meeting date your request may take several weeks before it is reviewed.

The Architectural Control Committee is a group of volunteers. We meet the 1<sup>st</sup> Wednesday of each month as needed. All requests must be submitted by the Wednesday ***one week prior to the meeting*** to reviewed in the following meeting. If no requests are submitted by the Wednesday one week prior to the meeting the meeting will be canceled for that month.

### **Instructions**

- 1) Look through the Guidelines to see if your request has a specific Guideline
- 2) If there is a Guideline, make sure your request complies with the Guideline
- 3) Print the ***Architectural Control Committee (ACC) REQUEST FORM***
- 4) Complete the Form
- 5) **Attach any diagrams, pictures, drawings, color samples needed to fully explain your project to the Architectural Control Committee. Note: Any missing information or vagueness could delay your approval.**
- 6) Mail or email your request along with all supporting materials to the Architectural Control Committee using the addresses at the top of the form.
- 7) Once received the Property Manager will notify you of receiving the request and let you know when the next meeting is scheduled.
- 8) After the meeting you will be notified in writing of an Approval, Denial or Request for More Information.

**Do not Begin any work until you have received written approval from the *Architectural Control Committee***