



ACC Improvement Request Application

HOMEOWNERS: Complete all information necessary to adequately describe project including start and completion dates. Sign, date and **submit** (electronic preferred) along with all required documentation/samples, etc. to the ACC (acc@chimneylakes.net). **Allow 30 days for an ACC decision.** Large projects will need to be submitted in phases. **Work is not to begin prior to Architectural Control Committee (ACC) decision.**

Name: _____ Phone: _____

Address: _____ Email: _____

Type of Improvement	Required Information
<input type="checkbox"/> Change to House/Structures	Engineering drawings, architect's renderings for each elevation and materials to be used.
<input type="checkbox"/> Exterior Painting	Paint chip or sample even if repainting using existing colors.
<input type="checkbox"/> Landscaping/Hardscaping	Detailed drawings/elevations indicating all changes, designs and materials to be used.
<input type="checkbox"/> Roofing	Roofing material (sample required).
<input type="checkbox"/> Tree Removal	General description, including reason; Mark trees to be removed for ACC inspection prior to approval.
<input type="checkbox"/> Fencing	Plans/Drawings showing location of fence; style of fence.
<input type="checkbox"/> Other	Detailed information and plans to better understand the request. Material samples.

Siding Color	Trim Color	Accent Color	Roofing Material

I have samples, paint chips, material descriptions, plans, specifications, drawings, etc. that can not be submitted electronically. Please have an ACC member contact me to arrange submission/review of these items.

Estimated Project Start Date: _____ Estimated Project Completion Date: _____

Homeowner's Signature: _____ Date: _____

Architectural Control Committee Decision
Approved as Proposed <input type="checkbox"/> Approved with Contingencies or Suggestions: <input type="checkbox"/>
Date: _____ *Approvals are valid for 90 days. Approval Expiration Date: _____ <i>Any change to the approved project plan prior to or during the project must be resubmitted before proceeding with project.</i>
Request Denied for the Following Reasons: <input type="checkbox"/>

ACC Member: _____ Date: _____

ACC Member: _____ Date: _____

Completed in Substantial Conformance to Approved Project: YES NO (attach reason(s) why)

ACC Member: _____ Date: _____