

**ACC Request Form**

**Homeowner Submittal Form – Exterior Modifications (Present in Duplicate)**

Fields with asterisk (\*) are required.

Date \* \_\_\_\_\_

Name\* First \_\_\_\_\_ Last \_\_\_\_\_

Lot #\* \_\_\_\_\_ Property Address \* \_\_\_\_\_

Your address if residing at other than above \_\_\_\_\_

Phone Number \* \_\_\_\_\_ Email \_\_\_\_\_

**Contractor Info**

Contractor's Name \_\_\_\_\_

Contractor's License # \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Contractor's Phone Number \_\_\_\_\_

Contractor's Email \_\_\_\_\_

\*Provide as a separate attachment: Description of work to be done, including type and color of materials to be used, and accurate drawing using your lot dimensions to outline the exact location of the proposed change, and a copy of the building permit if required. For any modification tied into the roof line an elevation of the proposed structure must be attached.

Requested date work will begin \* \_\_\_\_\_

Estimated completion date \* \_\_\_\_\_

**All work must be in compliance with existing code requirements. Submittals will be reviewed in a timely fashion and a notification provided within 30 days.**

The following fields are to be filled out by the ACC. **DO NOT ENTER ANYTHING INTO THESE BOXES.**

ARC Approved

ARC Disapproved \_\_\_\_\_

Signature of ACC Members 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ Date of Review \_\_\_\_\_