



COMMUNITY ASSOCIATION

ESTABLISHED 1973

Architectural Control Committee
Plan and Specification Review Determination
Additions Application

Architectural Control Committee approval includes esthetic feature only and does not imply or warrant any structural integrity. This approval is not based on an engineering review of the site plan or structure.

Form with sections: Submittal #, Date Submitted, ACC Insp. Month, ACC Insp., Inspection Notes. Includes fields for Applicant Information, Site Information, Type of Structure, Description of Structure, Proposed Construction Drawings, and Approval/Rejection options with dates.



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Proposed Construction Drawing
(Property Sketch):

A large, empty rectangular box with a black border, intended for the proposed construction drawing or property sketch.

Architectural Control Committee
Basic Policy for Additional Construction

Additions Page 3

ALSO SEE THE ACC GUIDELINES

Any additional construction upon a building site must be submitted to and approved by the Architectural Control Committee prior to commencement. In the event approval has not been received, a "Stop Work Order" will be issued until such time when the property paperwork has been received and processed by the MCCA office. As part of the submittal procedure, the following information must be furnished to the ACC before the submittal is acted on:

1. Detailed information, written or printed, on type of addition that is planned for the site. This information should include exact location, finished dimensions, color, style, materials, etc.
2. An elevation drawing or a perspective drawing of the proposed additional construction sufficiently detailed so as to show the appearance of the addition and its relationship to the existing structure.
3. A sketch of the property showing the relationship between the proposed addition and all other adjacent structures. It is the homeowner's responsibility to locate and identify all property markers, both at the site and on the sketch included with the submittal.
4. As a matter of record, a projected completion date is requested by the owner. The self-addressed postcard included with written approval must be returned to the Association Office upon completion of the project so final inspection may occur and the submittal file closed. If any extension of the completion date is necessary, or the project is canceled/postponed, the Association Office should be notified.
5. Approved plans are subject to final inspection if deemed necessary by the Committee. All plans become the property of the Association and will be filed in the lot file. In case of changes, plans should be resubmitted to the Committee prior to construction. Variance from approved plans may be subject to the change at the homeowner's expense or removal at the discretion of the Committee.

This signature verifies that the applicant has reviewed the above policy, and agrees to abide by all guidelines and terms of approval set forth on the application attached. Signature also implies "Right of Entry" for members of the ACC for the purpose of plan review.

Applicant Signature

Date

Owner Requests ACC Members Call Before Entering Property For Review (*discuss specifics of project, pet in yard, children at home alone, etc.*)