

Architectural Control Committee Improvement Application

WHEN DO YOU FILE AND IMPROVEMENT APPLICATION?

An application must be submitted for any construction, modification or addition to the exterior of your building or grounds. SHOA Deed Restriction (A-2): No building, wall, fence or any other improvement or modification shall be erected or placed on, or added to or removed from any lot.....

WHAT IS THE PURPOSE OF THIS FORM?

The purpose of requiring a homeowner to file an improvement application with the Architectural Control Committee (ACC) is 1) to insure that your planned improvement conforms to the Saxony Home Owners Association's (SHOA) deed restrictions, maintains the architectural harmony of the Community and in no way inconveniences your fellow homeowners, and 2) enables the ACC to determine what information and assistance it can give in order to expedite completion of your planned improvement.

Date: _____

Applicant Name: _____

Home Phone: _____

Address: _____

Office Phone: _____

Email: _____

Cell Phone: _____

Project Description: Describe the type of alteration you propose to make, including a description of the work, types of materials, colors, estimated commencement and completion dates, approximate cost and contractor name and contact information (if applicable). A scale drawing(s) of all improvements must be submitted with the application to show the exact location on the plot plan, elevation (side view) and dimensions. Please attach additional sheets as necessary.

Signatures of adjacent property owners and others who will see the exterior modifications – Their signatures do not indicate their approval of the planned project, just their acknowledgment of it. If they have any questions regarding this application or disapprove of any of its components, they are encouraged to discuss their concerns directly with the applicant. Otherwise, they should contact the Architectural Control Committee (preferably in writing) to explain their concerns.

Name and Address of neighbors

date/initials
