

ARCHITECTURAL CONTROL COMMITTEE – IMPROVEMENT REQUEST FORM

ASSOCIATION: _____ **DATE:** _____

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following to the Architectural Control Committee prior to initiating work on the planned improvements:

- _____ (1) A Completed improvement Request Form
- _____ (2) Complete and detailed building plans, material listing and specifications
- _____ (3) A property site/survey plan showing the location of the proposed improvement.

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS {ITEMS 1, 2, 3} PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property and return the property to its original condition. Any homeowner considering any exterior improvement to his/her property is urged to review the recorded deed restrictions prior to the initial request.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name _____ Email: _____
Address _____
State _____ Zip Code _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

BRIEFLY DESCRIBE THE IMPROVEMENT THAT YOU PROPOSE:

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?

LOCATION OF IMPROVEMENT (CHECK ACTUAL AREAS THAT APPLY):

____ Front of dwelling ____ Back of dwelling ____ Side of dwelling
____ Roof of dwelling ____ Garage ____ Patio
____ Other (Describe) _____

MATERIAL TO BE USED FOR THE IMPROVEMENT (CHECK APPLICABLE ITEMS):

____ Brick – Color _____ ____ Cement ____ Stucco
____ Wood – Color _____ ____ Electric
____ Siding – Wood _____ Aluminum _____ ____ Glass
____ Paint – Color _____ ____ Stain
____ Color Other (Explain) _____

I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with the City codes and that the Architectural Control Committee approvals do not override the City codes but rather, are intended to work with them.

_____ Owner's Printed Name	_____ Owner's Signature	_____ Date
_____ Co-Owner's Printed Name	_____ Co- Owner's Signature	_____ Date
_____ Construction Start Date	_____ Estimated Completion Date	

Return this completed form AND attachments to:
Madison Park Homeowner's Association
EMAIL: info@madisonpark-hoa.org