

Hidden Pointe on the Lake

Application for Architectural Review

(revised 12/2011)

Application will be denied by the ACC if homeowner is not current with HOA dues.

Owner Name _____ Date Submitted: _____

Property Address _____

Home Phone _____ Cell Phone _____ email _____

In accordance with the Declaration of Protective Covenants for your Association and per the binding guidelines described in the architectural control standards for the community, application is hereby made for review and approval of the following described addition(s), modification(s) or other variances to the property listed above:

*(Provide a detailed description of requested changes and add **Supporting Documentation** to this application—See pg. 2 of application for specifics)*

The estimated timeline for completion of this project is _____ days

IT IS THE RESPONSIBILITY OF THE HOMEOWNER TO COMPLY WITH ALL STATE AND COUNTY REGULATIONS OR SECURE NECESSARY PERMITS PRIOR TO CONSTRUCTION.

Submit (email) application to: ACC Chairman

Application for Architectural Review – Supporting Documentation

The more detailed the “Supporting Documentation” a homeowner submits, the more likely that the ACC/HOA Board will have the information available to make a determination about your request. If there is insufficient information regarding your request, the application may be delayed/denied pending the receipt of additional information.

To ensure that your application is reviewed and a timely decision may be reached, please submit the following supporting documentation **no larger than 8 ½ “x 11”** with your application:

Building/structure plans – including: Detailed Layout (Drawing), Plat Plan, Floor Plan, Exterior Elevations, Materials List, Roof Design, and **Dimensions** applicable for any of the changes being made.

Materials List: All types of materials to be used for the entire project.

Other: Photos, Printouts, Brochures and Samples are very helpful additions to this application.

*If access to adjacent neighbors' property is required for this project, notify your neighbor(s) of your proposed plans and obtain the signature of those only with whom you will need property access.

Signature:	Address	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Is the following included as supporting documentation?

Plat Plan/Survey	Yes _____	No _____	N/A _____
Elevation Plan	Yes _____	No _____	N/A _____
Floor Plan	Yes _____	No _____	N/A _____
Other _____	Yes _____	No _____	N/A _____

Itemize below what other documents if any have been included

ACC Use Only

Date Received: _____ Date Reviewed: _____

____ Verified homeowner is current w/ HOA dues, email from Management Company attached

____ Approved/Date _____

____ Not Approved/Date _____

____ Forwarded to BOD/Date _____

Notes:
