

Control #: _____

**SENECA RIDGE HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE**

APPLICATION FOR ARCHITECTURAL IMPROVEMENT

All applications, drawings, etc., must be
submitted in duplicate. Instructions
are on the reverse side.

Name: _____ Date: _____

Address: _____

E-Mail Address: _____ Phone (H) _____ (Wk) _____

DESCRIPTION OF PROPOSED IMPROVEMENT:

Estimated Starting Date: ___/___/___

Estimated Completion Date: ___/___/___

Present Exterior Colors: _____

Proposed Exterior Colors: _____

I agree to comply with the Declaration of Covenants, Conditions and Restrictions, ACC
guidelines, and local building codes in making the above improvement. Permission is hereby
granted for members of the ACC and appropriate SRHOA staff to enter upon my property to
make reasonable inspection of the requested improvement location(s).

Owner's Signature _____

COMMITTEE USE ONLY

Date received: ___/___/___

Received by: _____

Committee Action: _____

The Committee has developed an application form to assist homeowners in connection with their proposals. Thus, a typical submission to the Architectural Control Committee will include two copies each of:

1. APPLICATION FOR ARCHITECTURAL IMPROVEMENT- note the important additional instructions and requirements on the reverse thereof.
2. PLOT PLAN - in its simplest form this can be a xerox copy of the record plat (this was a part of each homeowner's settlement package) with the proposed improvement(s) illustrated at the same scale as the plat, usually 1" = 30'. Whatever the form of the plot plan, It must include the name of the subdivision, section number, lot number, street address, North indication, boundary lines with compass bearings and distances, dimensions locating the house on the property, and the proposed improvement relative to the house and the closest boundary line(s), and any easements on the property.
3. PROJECT DRAWING(S) - two drawings prepared as close to scale as possible, usually 1/4" = 1'-0", upon which will be illustrated a plan, an elevation view of each exposed side of the proposed improvement, whatever details are necessary to explain the construction (drawn at a larger scale, usually 3/4" = 1'- 0" or 1 1/2" = 1'-0", or other suitable scale), notes identifying all materials to be used in the project, and a proposed color scheme.
4. SAMPLES - unless not available, include samples of the colors proposed for use. For factory pre-finished items submit actual samples of the items proposed for use.

Following normal procedure, the homeowner will submit the project package to any committee member for review and action. Unless the nature or magnitude of the proposed improvements should require full committee review, the project package will be reviewed by that committee member in consultation with the chairman. Under normal circumstances the applicant will receive a reply within ten days.

After receipt of approval from the Architectural Control Committee, the homeowner may apply for any required permit(s) and proceed accordingly.