

TAMERLANE ARCHITECTURAL CHANGE CONTROL (ACC) REQUEST FOR APPROVAL

REVISED: 11/20/2023

THE ACC FORM MUST BE SUBMITTED FOR ALL MODIFICATIONS EXCEPT PAINTING

Unit Owner: _____

Unit # and Street _____ Tel. #: _____ E-mail: _____

Unit Owner's Signature: _____ Date: _____

In accordance with requirements of the Architectural Review Committee of the Declaration of Covenants, Conditions and Restrictions of the master Association and/or the requirements of the Sub-Association to which I belong. I hereby request approval for the following modification. (Describe the modification requested): **ALL COMPLETED ACC FORMS MUST BE SUBMITTED TO MANAGEMENT.**

ACC management email is archmod@tamerlanehoa.com

Contractor's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

License #: _____ Tel. # _____ E-mail: _____

Please Attach the Required Documentation: Plans; Permit; Insurance; Workman's comp.

Your request is: APPROVED: _____ CONDITIONALLY APPROVED: _____ DISAPPROVED: _____ INCOMPLETE: _____

The following additional information is required, or approval is conditioned upon:

By the Architectural Review Committee: _____ Date: _____

INSTRUCTIONS

1. Complete **ALL** items. Sign where required.
2. **ONE COMPLETE SET OF PLANS AND SPECIFICATIONS** prepared by the architect, engineer, or other qualified person, shall be attached to this application.
3. Information contained in these plans and specifications must show the nature, kind, shape, height, materials, color scheme, and location of the requested alteration, depending on the type of the modification requested. **SUBMIT SAMPLES OF ROOF SHINGLES**
4. As a condition precedent to granting any request for a change, alteration, or addition, the applicant, his heirs, and assigns, hereby assumes sole responsibility for the repair, maintenance, or replacement of any such addition, alteration, or change.
5. The applicant assumes all responsibility for any infringement of or interference with existing facilities and easements on the property.
6. An approval or denial will be delivered within **30 DAYS** after the completed application and all necessary forms are received.
7. Approval of this request does not constitute approval of the structural integrity of the requested modification and is intended solely to maintain harmonious visual aesthetics within the community.
8. **All applicable city/governmental permits or approvals must be obtained by the applicant. A fine of \$100 per day for ten (10) days will be assessed if any work begins without prior approval. PERMITS REQUIRED FOR WINDOWS, DOORS, ROOFS, FENCES**
9. **Please attach Contractor's License and Certificate of Liability and Workers Compensation Insurance.**
10. Unit owner agrees to indemnify the Association for all damages, claims, or lawsuits resulting from your contractor(s) not carrying proper liability insurance, workman's compensation, etc.
11. Should homeowner or contractor not observe the proper setback requirements and/or easements, the Association may need to request the addition be modified or removed when the error is brought to its attention.
12. Any damage to any common area(s) as a result of this modification is solely the responsibility to the homeowner.
13. All materials (i.e.: lumber, paint cans, etc.) must be properly discarded and removed from the community.
14. No contractor may display a sign on the property (or may be removed without notice.)
15. **FAILURE TO COMPLY MAY RESULT IN REMOVAL OF PART OR ALL OF THE MODIFICATION. WORK HOURS ARE MON-SAT 9AM-5PM NO EXCEPTIONS**