

**PALMIRA LAKES HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL REQUEST**

As authorized by the Palmira Lakes Covenants (CCR's), the Architectural Control Committee (ACC) is responsible for reviewing all proposed changes which affect the appearance of the exterior of homes and yards within the community for compliance with the CCR's and are consistent with the mission of Palmira Lakes Homeowners Association (Association).

To submit a proposed change to the ACC for review, please complete page one of this form and return it with the required support documentation to:

Palmira Lakes Homeowners Association, Inc.; c/o The Newcomb Group; 10214 Chestnut Plaza Drive #220; Fort Wayne, IN. 46814 or by emailing to tng@newcombgroup.us.

HOMEOWNER DATA:

Date Submitted: _____ Proposed Start Date: _____
Name: _____
Address: _____ Lot#: _____
Phone: _____
Email Address: _____

DESCRIPTION OF REQUEST (attach copies of actual plans/specifications/proposals):

The ACC shall have ninety (90) days from date of receipt of homeowner's request to approve or disapprove the submitted plans and specifications BEFORE any work may start. This approval does not replace any building permits required by City/County government. Remember for you own protection, as a homeowner, you should review any easement issues that may arise with this addition or modification. Should your project be approved remember to CALL BEFORE YOU DIG. The number is 811.

I, Owner of Property stipulated above, acknowledge and agree the scope of ACC approval is limited to the written plans I present to the ACC in my Request, as well as, any conditional scope changes subsequently made by the ACC and that any and all alteration, modification, or variation on my part to the plan(s) submitted, however slight, requires another submission of an amended Request. **I also acknowledge that my Request must be approved in writing by the ACC BEFORE any work can commence.**

Property Owner Signature: _____
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PALMIRA LAKES HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL CONTROL REQUEST

FOR BOARD USE ONLY

Date Received by Committee: _____

Homeowner Name: _____

Address: _____ Lot#: _____

Date of Decision: _____

_____ **Approved as Submitted**

_____ **Approved with Conditions (see Scope of Approval below)**

_____ **Denied (see Reason for Denile below)**

SCOPE OF APPROVAL (Yes or No or N/A):

Design Acceptable: _____

Material Acceptable: _____

Color Acceptable: _____

Setback Acceptable: _____

Height Acceptable: _____

Size Acceptable: _____

Location Acceptable: _____

Conditions of Approval:

REASON FOR DENIAL:

_____ **More information required:**

_____ **Other:**

This determination was made in good faith by the Palmira Lakes Architectural Control Committee.

ACC Chair Signature: _____