

Control #: \_\_\_\_\_

**SENECA RIDGE HOMEOWNERS ASSOCIATION, INC. 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: \_\_\_\_\_ Lot # \_\_\_\_\_

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 Amended Declaration of Covenants, Conditions and Restrictions, the Association's rules and regulations, 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: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Recorded in Electronic Database by \_\_\_\_\_ (Initials)

The Committee has developed this 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 below.)
2. **PLOT PLAN** - in its simplest form this can be a photocopy 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 or color photos from factory brochure.

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 (10) days. However, as per the Amended Declaration of the Covenants and Restrictions, Article VII Section 1, the Association has up to 30 days from receipt to make a determination. Therefore, homeowners are encouraged to submit this form well in advance of the project's proposed start date.

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