



ARCHITECTURAL CONTROL COMMITTEE  
REQUEST FOR APPROVAL

Date of Application: \_\_\_\_\_ Contact Phone or E-Mail: \_\_\_\_\_

Homeowner: \_\_\_\_\_

Property Address: \_\_\_\_\_

New Construction\*: \_\_\_\_\_ Y \_\_\_\_\_ N (If yes, three sets of plans are required)

Modification:

\_\_\_\_\_ Exterior color scheme change (Color samples must be provided on a 5 x 7 minimum sample on a similar surface to be painted)

\_\_\_\_\_ Landscape: Plan showing existing landscape and proposed changes. Proposed plants need to be identified by size and type. A complete plant list must be included. The ACC guidelines require 5-gallon shrubs to be planted a minimum of 5-feet on center and one-gallon perennials a minimum of 3-feet on center; when holding a tape measure at the center of a plant, there must be another plant within 3 feet in any direction.

\_\_\_\_\_ Remodel\*

\_\_\_\_\_ Front/Security Door

\_\_\_\_\_ Roof

\_\_\_\_\_ Windows

\_\_\_\_\_ Deck\*

\_\_\_\_\_ Shutters

\_\_\_\_\_ Fence

\_\_\_\_\_ Driveway

\_\_\_\_\_ Shed

\_\_\_\_\_ Other

\*A plan review fee will be required before release of the final approved plan. Contact the office.

\* **A deposit and agreement are required for all new home construction projects, additions and some larger scaled landscape project, please contact the office for further details.**

When possible, please include a digital photo of the area to be modified. You can e-mail your request to [kim@caughlinhoa.com](mailto:kim@caughlinhoa.com). If your request requires a color or material sample, you can drop it off at the office. Please make sure all requests and samples are marked with your name and address.

The ACC meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of every month (please call to confirm). Your attendance is not required. The deadline to be placed on the agenda is Noon on the Monday prior to the meeting.

If you have any questions, please call the association's office.