

ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FORM

Date Submitted: _____ Address: _____

Owner Name: _____ Cell: _____

Email: _____

Briefly describe the alteration, improvement or general work to be done (use back if needed): _____

Vendor: _____ Tele: _____

Contact person: _____ Approx. Cost: _____

COPY OF VENDOR INSURANCE CERTIFICATE IS REQUIRED WITH ACC REQUEST
(homeowner is liable in absence of vendor insurance)

- For any projects other than painting, please include a sketch, photo, drawing, brochure, etc. that will clearly explain and identify this project, include dimensions and height (if applicable). Use a copy of your lot survey or floorplan if needed. Be sure your project does NOT encroach on Common area or neighboring property. *Paint samples must be delivered directly to ACC or to a Board member for routing to ACC.*
- Any project that affects the exterior of your home must have ACC approval prior to commencement of work. Any work started before ACC approval may be stopped or asked to be removed. Please allow at least 5 working days for approval or other ACC response.
- Work hours are 8 am to 7 pm Monday – Saturday only. **NO** Sunday work hours for exterior or loud projects. **NO** dumpsters allowed on Willow Walk property. All work vehicles, trailers, equipment, etc. must be removed from property nightly.

ACC Requests MUST be signed & submitted by the homeowner, not the vendor.

LOCATION OF IMPROVEMENT:

_____ Front/Back/Side(s) of Unit _____ Roof of Unit _____ Garage of Unit
_____ Patio/Enclosed Yard of Unit _____ Other (explain): _____

MATERIALS:

Paint/Stain Color(s) **Sample MUST be attached** _____
_____ Lumber _____ Pipe _____ Electrical _____ Brick _____ Screen _____ Fence

If approved, I agree to build and install the improvement in accordance with this application within 90 days of approval date, and further agree that all maintenance, repair and replacement of the improvement and attachments thereto shall be performed at the expense and responsibility of the applicant, the unit/house owner.

_____ RETURN TO: ACCREQUEST@WILLOW-WALK.COM

Signature of Owner

ACC USE ONLY Approved _____ Denied _____ Date _____ By _____

Comments: _____
