

Avalon ARCHITECTURAL CONTROL COMMITTEE - IMPROVEMENT REQUEST FORM

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, landscaping, etc., submit the following to the Architectural Control Committee at least 10 days prior to initiating work on the planned improvements:

- (1) A completed Improvement Request Form
- (2) Complete and detailed building/improvement plans, material listing and specifications
- (3) A property site/survey plan or sketch showing the location of the proposed improvement.

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, & 3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT AND / OR FINES. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property and return the property to its original condition. Any homeowner considering any exterior improvement to his/her property is urged to review the recorded deed restrictions prior to the initial request.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name _____ E-mail: _____
Address _____ Lot # _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

BRIEFLY DESCRIBE THE IMPROVEMENT THAT YOU PROPOSE (Attach separate sheet if additional space needed):

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT? _____

CONSTRUCTION START DATE: _____ ESTIMATED COMPLETION DATE: _____

LOCATION OF IMPROVEMENT (CHECK ACTUAL AREAS THAT APPLY):

_____ Front of dwelling _____ Back of dwelling _____ Side of dwelling
_____ Roof of dwelling _____ Garage _____ Patio
_____ Other (Describe) _____

MATERIAL TO BE USED FOR THE IMPROVEMENT (CHECK APPLICABLE ITEMS):

_____ Brick - Color _____ Cement _____ Stucco
_____ Wood - Color _____ Electric
_____ Siding Wood _____ Aluminum _____ Glass
_____ Paint - Color _____ Stain
_____ Color Other (Explain) _____

I understand that the Architectural Control Committee will act on this request within 10 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with applicable building codes and that the Architectural Control Committee approvals do not override the applicable building codes, but rather are intended to work with them.

Owner's Printed Name Signature Date

Co-owner's Printed Name Signature Date

(continued)

FOR BOARD USE ONLY:

Date received by ACC: _____

Approved: _____ Disapproved: _____ Date of Decision: _____

By: _____
(Signature) (Printed Name)

The approval for the work described in this ACC form will expire in 180 days (by ____/____/____), or at the completion date of the project, whichever comes first. If an extension of that deadline is required, please submit a request to the ACC Chairman in writing.

Comments: _____

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No Further evaluation / inspection required: _____
OR
Final ACC signed approval required when improvement complete: _____

Final approval date: _____

Return this completed form AND attachments to:
Avalon Homeowner's Association
ATTN: ACC
PO Box 386
Daphne, AL 36526
Or email completed form and attachments to:
AvalonNeighborhood@gmail.com