

# SAMPLE HOA- ACC

## Property Modification Approval Request Form

<b>ACC Use Only</b>
<b>Date Rec.</b>
<b>Decision</b>

As each of us bought our property in SAMPLE, we agreed to abide by the Declaration of Covenants, Conditions and Restrictions (a.k.a. CCRs or Deed Restrictions). The Deed Restrictions protect our property values by keeping the community a highly desirable place to live. The ACC (Architectural Control Committee) approval must be obtained prior to the start of your project. To avoid delay, make your request as complete as possible and type or print legibly. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. The ACC tries to assure that all changes to our properties conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.

### 1. ABOUT THE RESIDENT(S)

<i>Name(s)</i>	
<i>Address</i>	
<i>E-Mail</i>	
<i>Phone(s)</i>	<i>Best time to call</i>

### 2. ABOUT THE PROJECT (Attach pages as necessary for each of the following and provide complete detail) (Note: Projects should be consistent with home)

<i>Proposed start date</i>	<i>Proposed completion date</i>
<i>Describe the nature of the project (attach pages as necessary)</i>	
<i>Location (please attach a site map or survey of the property)</i>	
<i>Dimensions</i>	<i>Distance from fences and easements</i>
<i>Colors</i>	<i>Dimensions of completed structure</i>
<i>Materials</i>	
<i>Builder</i>	

**IMPORTANT:** Include plan view and elevation drawings (to scale) plus any other supporting documents indicating project's location and its relationship to property lines, neighbors, construction, easements, etc.

### 3. ABOUT THE REQUIREMENTS

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		I/We have read the appropriate Deed Restrictions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have obtained a City of XYZ building permit (attach copy)
<input type="checkbox"/>			I/We have included a Plot Plan/Improvement Survey depicting all changes <b>*REQUIRED</b>
<input type="checkbox"/>	<input type="checkbox"/>		Completed project will be visible from the street
<b>Check any that apply:</b>			<input type="checkbox"/> Corner lot <input type="checkbox"/> Iron park fencing <input type="checkbox"/> Project already started/completed

<i>Homeowner's Signature</i>	<i>Date</i>
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**Signature constitutes the following:** I certify that all materials submitted in this application are true and correct. I understand and agree that no work may be performed prior to or in deviation from the terms of written approval letter submitted by the SAMPLE Homeowners Association. I agree to be bound by the ACC Rules and Standards. This application is valid 6 months from date of approval.

Return this request, along with all supporting documents, drawings, photographs, etc. to:

[compliance@samplehoa.com](mailto:compliance@samplehoa.com)

or by mail:  
 SAMPLE HOA  
 123 Sesame Street  
 XYZ Town, TX 12345

**For additional information email or call:**

Phone: 817-555-5555  
 Fax: 817-555-5556  
 Email: [compliance@samplehoa.com](mailto:compliance@samplehoa.com)