

# **Fern Bluff Architectural Control Committee** **Architectural Control Committee (ACC) Approval Request Form**

**This two-page request must be submitted at least 30 days prior to projected construction Since most communications will be by Email, please print clearly**

Homeowner (Applicant): \_\_\_\_\_ Date: \_\_\_\_\_.

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

Mailing Address (if different than above): \_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_, Work (\_\_\_\_) \_\_\_\_\_, Cell (\_\_\_\_) \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Contractor Name \_\_\_\_\_, Phone \_\_\_\_\_, Email \_\_\_\_\_

Projected Project Start Date: \_\_\_/\_\_\_/20\_\_\_ Projected Project End Date: \_\_\_/\_\_\_/20\_\_\_

All work is anticipated to be completed within 90 days of approval

**Addition, Modification or Replacement Requested:** Please submit multiple requests for multiple items

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Arbor/Pergola               | <input type="checkbox"/> Paint: House/Trim     | <input type="checkbox"/> Solar Panels      |
| <input type="checkbox"/> (Portable) Basketball Goal  | <input type="checkbox"/> Play Equipment        | <input type="checkbox"/> Irrigation System |
| <input type="checkbox"/> Deck/Patio                  | <input type="checkbox"/> Shed/Outbuilding      | <input type="checkbox"/> Other: _____      |
| <input type="checkbox"/> Exterior Home Modifications | <input type="checkbox"/> Pool/Spa              |  |
| <input type="checkbox"/> Fence                       | <input type="checkbox"/> Rain Water Harvesting |  |
| <input type="checkbox"/> Landscaping                 | <input type="checkbox"/> Garden/Retaining Wall |  |

**Description of and reason for request (\*\*required\*\*):** \_\_\_\_\_

**Is this request in response to a violation letter we sent you?**  Yes  No

Please read Section II.C of the Declaration of Restrictions for Fern Bluff.

**Required Documentation:** Please make sure you have attached/included **all** of the following information: Remember, more information is better than less. It helps avoid delays.

- 1) A completed ACC Approval Request Form (including homeowner signature)
- 2) A full description of the improvement, including outside height, width and depth, roofing materials, colors, etc.
- 3) A complete exterior material list of the improvement, including paint and/or stain color samples & wood types.
- 4) A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other like data).
- 5) A site plan (plat/survey) showing the location of the house along with all other structures on your lot and the proposed improvement (including dimensions from the property lines and other structures), along with any diagrams or representations necessary to depict all proposed exterior illumination (including location and method).
- 6) **Lot drainage provisions shall be indicated**, as well as cut and fill details, if any appreciable change in the Lot contour is contemplated. **Impervious cover** of lot and buildings with numbers and percentages shall be shown and met.
- 7) Existing and finished grades shall be shown.

If a contractor is used, including a copy of their contract may satisfy many of these requirements.

**Owners Acknowledgements:**

I, the homeowner and applicant understand that:

- No work on this request shall commence until I have received approval of the Architectural Control Committee (ACC) for Fern Bluff.
- Any construction or alteration to the subject property prior to approval of the ACC is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this request is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE or receive a fine. If I refuse to do so and the ACC incurs any legal fees related to my construction and/or request, I will reimburse the ACC for all such legal expenses incurred.
- Any approval is contingent upon construction or alterations being completed in a neat, orderly and timely manner. If not completed at the time agreed upon I may be subject to fines until complete (extensions may be requested). There are architectural requirements covered by the Declaration of Restrictions and a committee review process as established by the Board of Directors.
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a variance or modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- Any variation from the original request must be resubmitted for approval.
- If approved, said improvements must be maintained per the Declaration of Restrictions for Fern Bluff.
- This alteration will not create excess water or detrimentally affect the proper drainage to or from any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- The Applicant acknowledges and agrees that the ACC assumes no liability resulting from the approval or disapproval of any plans submitted. The ACC assumes no liability and makes no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The ACC's review, comments, and/or approvals do not relieve the Applicant of their responsibility and obligation to comply with the Declaration of Restrictions, as applicable. The Applicant agrees to grant the ACC or its representative's accesses to property at any reasonable hour for inspection or compliance issues before, during or after construction.
- It is the duty of the homeowner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. The ACC and any employee or representative thereof, shall not be liable for damages or otherwise because of the approval or non-approval of any improvement.

**I certify that all of the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved request. I understand that construction is not to begin until approval has been received from the Architectural Control Committee.**

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Informational Addendum**

REVIEW PROCESS – The ACC will make every reasonable effort to expedite the review process within 30 days. Requests will be reviewed during this time frame for completeness and the ACC during this time may request additional information to help clarify your proposal. **Modifications are not permitted to commence until the request has been reviewed and approved by the ACC** regardless of the 30 day review timeframe.

REQUEST – The request must be accompanied with all necessary documents, photos, drawings and information necessary to present to the ACC. Homeowners must sign the request. Contractor’s signatures for property owners will not be accepted. Financial information is not required.

NOTIFICATION - All homeowners will be notified in writing once the request has been approved or denied.

Please submit your request to:  
**acc@fernbluffmud.org**