

AMESBURY HOMEOWNER'S ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE

REQUEST FOR APPROVAL FORM

INSTRUCTIONS: PLEASE READ CAREFULLY. THIS IS A FILLABLE PDF.

- 1.) Complete this form and provide the plans and specifications of your proposal. Include a site drawing showing the location of your project in relation to your adjacent neighbors' homes or paint colors if applicable. *See below.
- 2.) Email a copy of this form including the project description and site drawings to all adjacent neighbors. This form will serve as your affidavit that you have given the proper notice to your adjacent neighbors and the date of said notices.
- 3.) Email this completed form and supporting documentation to amesburyacc@gmail.com **AT LEAST 30 DAYS PRIOR TO STARTING YOUR PROJECT.**
- 4.) **Refrain from starting your project without ACC approval.** Objecting homeowners must file an objection with the ACC within 21 days of receipt of notice of your project. (Please refer to the CC&Rs Article XV, Section 11 for details).

You may request that your neighbors send the ACC an emailed approval of your project as soon as possible to avoid waiting the full 21 days.

After 21 days, your neighbors waive their right to object. You will be notified of ACC decision by email.

Date:

Your Name:

Address:

Phone:

Email:

Lot #:

Description of proposed plan: (Ex: Include photos, lot diagrams, detailed painting plans, paint chips/color selections, and other materials used.) *Per Article XV, Section 8, the following elements of your project are subject to review by the ACC:

a) The location of the structure upon the Lot; b) The elevation of the structure with reference to the existing And finished Lot grade; c) The general design; d) The interior layout; e) The exterior finish materials and color, including roof materials; f) The landscape plan including front and back yards; and g) Other information which may be required in order to determine ether the structure conforms to the standards articulated in this Declaration and the standards employed by the Committee in evaluating development proposals.

Adjacent Owner:

Name:

Address:

Lot #

Date Notified:

Notified by:

Email

Mail

Phone

Adjacent Owner:

Name:

Address:

Lot #

Date Notified:

Notified by:

Email

Mail

Phone