SPYGLASS RIDGE HOA

EXTERIOR MAINTENANCE, REPAIR or REPLACEMENT APPLICATION

For submission of exterior property project for ARCHITECTURAL CONTROL COMMITTEE review

LOT NUMBER: _____ **Date Submitted:** _____

HOMEOWNER INFORMATION

Owner Name:

_____

Property Address:

_____

Phone:

_____

Email:

_____

PROJECT INFORMATION

Project Type (check all that apply):

☐ ROOF	☐ FENCE
☐ WINDOWS/DOORS	☐ OTHER:
☐ EXTERIOR PAINT	**PLEASE USE THE PROJECT DESCRIPTION SECTION BELOW TO DESCRIBE YOUR REQUEST IN DETAIL!**
☐ DRIVEWAY	
☐ PATIO/DECK	
☐ LANDSCAPING	

Project Description

Describe the proposed maintenance, repair, replacement, change or improvement in detail.

_____

_____

_____

_____

Proposed Start Date: _____

Proposed Completion Date: _____

MATERIALS & DESIGN DETAILS

Materials to be used:

_____

_____

Color(s):

_____

_____

Material / Manufacturer / Product Information:

_____

_____

_____

CONTRACTOR INFORMATION

Will a contractor be used? ____YES ____NO

Contractor Name: Company:

_____ _____

Phone: _____

REQUIRED ATTACHMENTS

Please attach all applicable documents and provide material samples as applicable.

☐ Site Plan ☐ Architectural Plans/ Drawings ☐ Elevation Plans/Drawings ☐ Landscape Plans/Drawings ☐ Photographs ☐ City Approved Drainage Sign Off ☐ Required Permits and Approvals	☐ Material Samples such as stone, shingle, rock, or other physical samples of materials to be used ☐ Product Specifications ☐ Paint Color Samples ☐ Other: _____ _____ _____

HOMEOWNER ACKNOWLEDGMENT

My signature below is my agreement that I **understand and will abide** by the following:

- **No work may begin until submission has been approved.** Written notification of approval/denial of this submission, following the review, will be sent to the property owner by email or regular mail (USPS) only.
- Approval of this submission is for this specific request only
- I have six months from the date this submission is approved to complete the project
- If project the project will not be completed within six months, I must submit a request for an extension of time and it must be approved by the ACC
- I understand that failure to complete the project within 6 months or submit a request for an extension of time to complete the project will result in a fine being assessed per the SGR Enforcement Policy and Procedure
- Any deviation from the approved plans will require additional approval
- Approval does not relieve me from complying with the SGR's governing documents
- Approval by SGR does not replace any required governmental permits
- I am responsible for complying with all applicable laws, permits, and building codes
- If I am requesting a variance to any SGR rules or policies, I must submit a separate variance request form for approval in addition to this document

I certify that the information provided in this application is complete and accurate.

Owner Signature: Date:

Action Taken By Committee:

Date of Review/Action: _____

_____ **Approved as requested**

Signature of ACC Chairman: _____

_____ **Approved with the following conditions:**

Signature of ACC Chairman: _____

_____
_____
_____
_____

_____ **Disapproved/Denied based on the following:**

Signature of ACC Chairman: _____

_____
_____
_____
_____

Date owner notified in writing of decision: _____

Project Completion Inspection Required: ___Yes ___No

Date of Inspection: _____

Inspection Notes:

_____
_____
_____
_____