**LOT IMPROVEMENT APPLICATION**

Owner’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Mobile Phone #: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Phone #: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot number: \_\_\_\_\_\_\_

***Nature of Improvement:***

* **Fence**
  + Height: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Location: (Provide on Survey with setback information) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Type: (Wood, Metal, Brick/Cinder Block) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Garage** (6 parking spaces maximum per lot)
  + Current Spaces on property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + New spaces requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Attached or Detached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Location: (Provide on Survey with setback information)
  + Type: (Wood Metal Brick/Cinder Block) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Provide Drawing
* **Pool** 
  + Location: (Provide on Survey with setback information)
  + Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Provide Drawing/Site Plan
* **Shed**
  + Location: (Provide on Survey with setback information)
  + Type: (Wood Metal Brick/Cinder Block) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Provide Drawing/Site Plan
* **Other Structure**
  + Location: (Provide on Survey with setback information)
  + Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Provide Drawing/Site Plan

Please **include site plan** with dimensions and all specifications.

Please describe all **colors, materials** etc., where applicable. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NOTE*:** Return completed form, site plan, and description of proposed changes Include all items that will help fully describe the scope of the proposed work. Often a photograph can be very helpful in this process.

***NOTE:*** Items that do not need ACC approval:

* + Re-roofing
  + Window Replacement
  + Solar panels that are located on the home’s roof
  + House Painting

I understand that the Architectural Control Committee ACC will return approval, disapproval, or request for more information with 30 days from receipt of request for approval. The ACC will mail and/or email a letter of approval or disapproval to the owner. Once ACC approves construction request owner can apply for permit with Seminole County government and start construction.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeowner’s Signature Date Request Sent to ACC

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACC (signature ) Date of Request Received by ACC

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request for Information by ACC (signature) Date of Request

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request for Information by ACC (signature) Date of Request

Date of approval/disapproval letter (attached) ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_