#### (HOA NAME REQUIRED)

### Architectural Control Committee Request for Home & Lot improvements

RETURN REQUEST FORM AND REQUIRED MATERIALS TO:

ATTN: ACC PO Box 87234 Baton Rouge, LA 70879 Fax: (225) 286-7546 Email: info@magnoliabr.com

## A SKETCH OF YOUR REQUEST MUST ACCOMPANY ALL REQUESTS REGARDLESS OF THE TYPE.

OWNER'S NAME: ADDRESS: \_\_\_\_\_ LOT NUMBER: \_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_(CELL) (WORK) (HOME) Please indicate and fully describe the improvement(s) which you propose (check all that apply): Fence or Wall Structure Addition Structure Addition (non (attached) attached) Windows **Exterior Doors Exterior Railings** Garage Door Porch or Deck Bulkhead Mailbox Satellite Dish Awning Hardscape (sidewalk, Roof or Shingles Gutter pathways) Landscape Exterior Painting Pool or Spa Other

Describe in detail the scope of this request to include specific dimensions:

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Attach a drawing showing location of improvement(s) which you propose, backyard, side-yard, etc. Be specific, showing to scale the property line, building set back lines, easements, fences, sidewalks, patios, pools, and neighboring lots and/or streets.

Please provide a description of materials and identify the specific colors you will use with manufacturer numbers, even if it is the same that exists now. Include specific measurements of materials. For Example: Fence Board: Slats 1" x 4" x 6'

If you are painting or staining, you MUST include paint/stain sample and brand/manufacturer. Please give particular consideration to the color of the brick when making your paint selection.

Brick Color:	Siding Color:
Shutter Color:	Front Door Color:
Trim Color:	Garage Door Color:
Shingle Type:	Shingle Color:
Other Material:	
Who will work on this improvement?	
Homeowner Contractor	Name:
	Phone:
Expected Start Date:Expect	ted Completion Date:
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I (we), the applicant(s) herein, certify and represent as follows:

- 1. I (we) are the legal owner(s) of the above described property.
- 2. The work, if approved, will be done promptly and properly by appropriately licensed contractors if necessary.
- 3. I (we) accept and acknowledge that the responsibility for maintaining, upkeeping, etc. of the improvement/change shall solely be mine (ours), successors, assigns and subsequent property owners.
- 4. All work and the consequences thereof are solely at our risk and expense. We understand and hold the association, board of directors, and Magnolia Management harmless on account of any consequences resulting from this approval, if granted.
- 5. Certain changes may affect the site plan, final survey or Certificate of Occupancy at my (our) unit and the Consequences thereof are solely at my (our) risk.
- 6. No representation by the association, board of directors, or Magnolia Management, either expressed or implied, is assumed hereby.
- 7. I(we) will obtain all necessary permits from the parish, city, and/or state government office as required by law.

I(we) have read and agree to all of the conditions listed above, and I(we) agree to abide by the decision of the architectural control committee.

Signature:	Date:	
	For ACC use only	
Date Received:	Receiving Member's Name:	
	Approved	
	Denied Conditionally App	proved
ACC Signatures:		
	Date:	
	Date:	
	Date:	
Comments or contingencie	s from ACC:	