Belle Grove HOA Architectural Control Committee Application

Fax Number: 225.673.2763

Phone: 225.921.4044 Belle Grove Homeowners Association c/o Wendy Quinlan, HOA President Email: hoa@bellegrovela.com Name of Applicant or Responsible Party: Name of Homeowner(s): Phone(Home, Cell and Work): Property Address: _____ Mailing Address: Email:_____ Lot Number:_____ Change(s) to be completed by: Licensed Professional _____ Homeowner _____ Are Ascension Parish Permits Required? YES NO (Circle One) Desired Start Date: _____ Estimated time to complete: _____

DIRECTIONS:

To: Architectural Control Committee

In order to be considered by the Architectural Control Committee (ACC) your application must include the following:

- Plat Plan (survey) of your lot, with location of proposed improvement marked
- Sketches, photographs, catalog illustrations
- Dimensions and materials for the proposed improvement
- Colors of proposed improvement
- Drainage plan if there will be negative impact to neighbors or neighborhood

Please refer to your Belle Grove Homeowners Association Covenants and Restrictions for instructions on General Considerations.

An application submitted without all required documentation will be considered incomplete. In such case the ACC's thirty (30) day review period will not commence until all required documents have been submitted. Other exhibits may be requested to permit adequate evaluation of the proposed improvement. If you have any questions regarding the required documents or the application process, you are advised to seek guidance from the HOA President prior to submission of an application.

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<u>Description of proposed improvement:</u> Please print or type and include colors, style, location,							
size, materials, etc. (attach additional sheets if necessary).							

To the Applicant:

- 1. You understand and accept that compliance with HOA Guidelines, Protective Covenants/Restrictions and approval by the BGHOA ACC do not necessarily constitute compliance with the provisions or building and zoning codes and laws of Ascension Parish (the building ordinance of AP requires that you file a plan with the AP Building Department for construction requiring a building permit). Further, nothing herein contained shall be construed as a waiver or modification of any said restriction and/or requirement.
- 2. You understand and agree that no exterior alteration shall commence until written approval of the ACC has been returned to the applicant/homeowner. If unapproved alterations are made prior to receipt of the approved ACC Application, or in addition to those outlined in the application description, the homeowner may be required to return the property to its former condition at the sole expense of the homeowner. The homeowner may also be required to pay all legal expenses incurred.
- 3. You understand that the members of the ACC are permitted to access the homeowner's property at any reasonable, pre-arranged time for the purposes of inspecting the proposed project site(s), while the project is in progress, and upon completion of the project, as necessary. Such entry does not constitute trespassing.

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- 4. You understand that any approval is contingent upon construction or alterations being completed in a professional construction manner.
- 5. You understand that the alteration authority granted by this application may/will be revoked automatically if the improvement requested has not commenced within one hundred eighty (180) days of the approval date of the application and completed by the date specified by the ACC.
- 6. If you disagree with the decision of the ACC, an appeal process is provided by the ACC however a verbal request for an appeal must be made within forty-eight (48) hours of receipt of the ACC's decision, followed by submitting a written request within five (5) business days outlining which specific ACC guidelines the homeowner feels are problematic and why. If you have any questions or concerns about this application, contact the HOA President at the email address or phone number listed above.

OWNER SIGNATURE:	DATE:	
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Instructions re-cap for the Applicant/Homeowner:

- 1. Please consult and/or review the HOA Restrictions for general guidelines for each proposed improvement. For more detailed guidance contact the HOA President to schedule a formal meeting with the Architectural Control Committee.
- 2. Provide all required details on attached sheets (copy of plat, sketches, scale drawings, photos, catalog illustrations, architectural plans, sales pamphlets, etc.). Indicate on a printed copy of your plat the location of your proposed improvement.
- 3. For any drastic changes to your homes neutral toned paint color(s), including doors and shutters, attach a manufacturer's sample of the color(s) you are planning to use.
- 4. Indicate your desired start date and estimated completion date.

Approved by 2023 Architectural Control Committee Members

Tyler Tramonte _		 	
Rick Meador		 	
John Rosso		 	
Current HOA Pres	sident		