

# Belle Grove HOA Architectural Control Committee Application

To: Architectural Control Committee  
Belle Grove Homeowners Association  
c/o Wendy Quinlan, HOA President

Fax Number: 225.673.2763  
Phone: 225.921.4044  
Email: [hoa@bellegrovela.com](mailto:hoa@bellegrovela.com)

Name of Applicant or Responsible Party: \_\_\_\_\_

Name of Homeowner(s): \_\_\_\_\_

Phone(Home, Cell and Work): \_\_\_\_\_

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

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

Lot Number: \_\_\_\_\_ Email: \_\_\_\_\_

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:**

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.



# Belle Grove HOA Architectural Control Committee Application

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: \_\_\_\_\_

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 President \_\_\_\_\_