

Edgewood at Everlands Architectural Control Committee (EEACC)

Architectural Request Form

This request form is to be completed by the homeowner and submitted to the EEACC for approval BEFORE any work commences. Please refer to your Declaration of Covenants, Conditions and Restrictions for a description of the EEACC and its purpose.

THIS SECTION TO BE COMPLETED BY HOMEOWNER:

ASSOCIATION NAME: Edgewood at Everlands Date: _____
Owner Name: _____
Property Address: _____
Phone (Home): _____ (Email address): _____

Submit Application with the following items that pertain to your project.

- (1) Application with a Copy of your site survey map- with a suitable diagram showing where the addition is located;
- (2) Contractor proposal (black out pricing if necessary)
- (3) Contractor license and insurance (naming Edgewood at Everlands HOA and Keystone Property Management as Certificate Holder)
- (4) Plantings need photo and specs for height, width, trunk size at mature growth;
- (5) Color samples;
- (6) Photo sample(s) of plants, trees, decking, pavers, finished project (art rendering or sample photo), etc. **Review of your application can take up to 45 days once all documents have been submitted.**

Description of changes / improvements to be completed: _____

SPECIFICATIONS:

Dimensions: _____
Color(s): _____
Materials: _____

PROPOSED DATE OF COMPLETION: _____

All requests must conform to all local zoning and building regulations and you must obtain all necessary permits if your application is approved and prior to any work commencing.

Owner Signature: _____

SECTION TO BE COMPLETED BY EEACC

REQUEST: Approved: _____ Conditionally Approved: _____ Denied: _____

EEACC SIGNATURE: _____ Date: _____

COMMENTS: _____

Estimated Completion Date: _____ Date Inspected: _____

Please Return Completed Form with accompanying documents to:

ARCFL@ELITEUSA.NET

Please provide the following supporting documents along with a completed ACC form. Note: each of the items requested below are required for the ACC application packet to be considered complete. If items are missing the application will be rejected as incomplete.

- Vendor proposal
- Sample photos for any materials
- Vendor COI's (both liability and worker's comp). Certificate holder must read: Edgewood at Everlands and Keystone Property Management
- A copy of your property survey annotating on the survey the location of the proposed project.
- Please draw fences/patio extensions/other on your plot map in a different color indicating placement of items, this will make understanding the request more understandable.
- PLEASE NOTE THAT APPLICATIONS WILL NOT BE APPROVED UNLESS THEY ARE COMPLETE!
- Please be advised that the association reserves the right to make a final inspection of the modification to ensure that it corresponds with the submitted request for architectural change and conforms to any stipulations of the approval. Please adhere to the plan you submitted and/or additional conditions of the approval if applicable or submit an additional architectural request if you need to change your plans.
- Please be aware that the property owner is responsible to determine whether the improvements, alterations, or additions described herein comply with all applicable laws, rules, and regulations, code and ordinances, including without limitation, zoning ordinances, subdivision regulations,, Everlands CDD, and building codes. If your change requires a County, City, or State permit, it is the responsibility of the homeowner to obtain this before starting construction. Copies of all applicable permits must be provided to the HOA manager prior to commencement of any work. The Association shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with any laws, rules, regulations, codes or ordinances.

Home Owners Name & Signature _____