# **SOMERSET ESTATES Homeowners Association** Architectural and Landscaping Review Request

v2.0

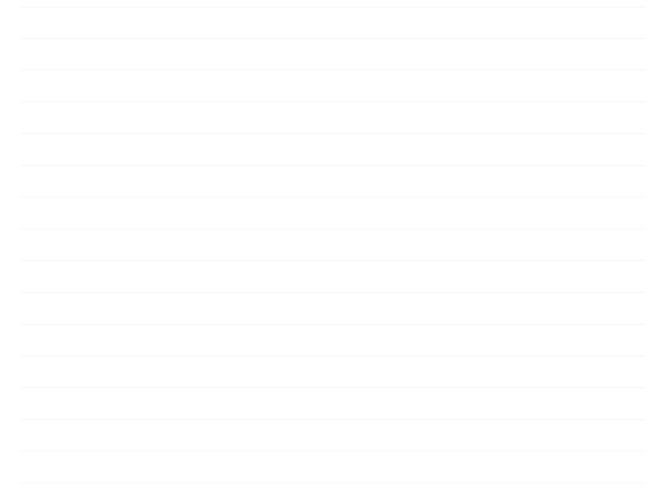
| Name (Please print):                 |  |
|--------------------------------------|--|
|                                      |  |
| Preferred Phone:                     |  |
| Address (1 <sup>st</sup> line only): |  |
|                                      |  |
| Email:                               |  |

For additional information, please refer to the Somerset Estates Homeowners Association Architectural and Landscaping Standards and the ACC Submittal process: <u>https://somersetestates-hoa.com/acc</u>

Please be aware of the rules by reading this "ACC Submittal Process" PDF document before you apply.

Please be specific about your project by providing as much detail as possible to speed up the process.

## Description of Improvement or modification.



Please attach any images or supporting docs for this application per the process.

#### **Application Procedure:**

1. Written approval of the Architectural Control Committee (ACC) must be granted before proceeding with improvements.

2. In addition to ACC approval, a building permit or other approvals from local authorities may be required by law.

3. The ACC may request reimbursements for extraordinary expenses, such as using outside experts to evaluate extensive or complex projects beyond the scope of the Committee members' expertise in the review and approval process.

4. The ACC approval process may take up to 30 days, but we will try to be as fast as we can. The normal timeline for simple projects is 1-2 weeks for a response.

5. Kindly note that approved work must be completed within one year from the approval date. Should an extension be necessary, the applicant must submit appropriate notifications to the ACC, and the ACC must obtain subsequent approval for the extension for work to occur after the one-year deadline.

## *Please don't forget that this process is carried out by volunteers working on their own time with busy schedules!*

Homeowner Signature:

| Data |  |
|------|--|
| Date |  |
|      |  |

### ACC only part of the process - ONLY for ACC members

Please do not write anything here. It's for ACC members only

ACC comments:

Approved Declined ACC Signature Date Printed Name of ACC Member Approving for Committee: