

Woodlyn Crossing
Homeowners Association
ARCHITECTURAL CONTROL COMMITTEE REQUEST FOR APPROVAL

Homeowner: _____

Address: _____

Telephone/Cell #: _____ Email: _____

Please provide a short description of proposed improvement and its intended use, in the space below. Please include as much description as possible (color, style, manufacture, size, etc.).

PLEASE INCLUDE A PHOTO OF THE EXISTING WORK AREA (ATTACH or EMAIL).

Please attach detailed plans and specifications showing the size, nature, kind, shape, height, materials, floor plans, exterior color schemes, location and approximate cost of the improvement. Please be aware that access to Common Ground by contractor/equipment may require an escrow. Fees are required for actual, customary, or estimated cost for ACC approval. Costs are 0.5% of actual, customary or estimated with a minimum of \$25. Planting, seal coating or pressure washing do not require a fee but still require ACC approval.

HOME IMPROVEMENT CONTRACTORS Registration:

On July 1, 2009, the Home Improvement Consumer Protection Act (Senate Bill 100) took effect. This law requires most home improvement contractors to register with the Pennsylvania Attorney General's Office. Additionally, these contractors must maintain minimum insurance coverage and utilize contracts that comply with a number of consumer protection requirements specified in this law. (If you have questions about this contractor registration program, please call 717- 772-2425.)

Please note: It is the homeowner's responsibility to verify the contractor's licensing & insurance. *

***Contractor's License #: _____**

If a dumpster is required you must also submit a Dumpster Request for Approval form along with this request.

Dumpster request attached? NO YES A check for \$25 will also be required with the Dumpster request!

PLEASE DO NOT WRITE IN THIS SECTION (FOR ACC USE)

Lot Number: _____

Date Received: ___/___/___ Due Back on or before: ___/___/___ Date Reviewed: ___/___/___

Denied by ACC Member: _____ **Approved** by ACC Member: _____

Approved/Denied via: Email Phone In person

The following conditions/contingencies should be included in the letter of Approval or Denial: _____

Construction Start: ___/___/___ (per resident's notification) Inspection Date: ___/___/___ Inspected by: _____

Comments _____

Permit Return Date: ___/___/___ Follow up by: _____ Follow up Date: ___/___/___