

Laurel Grove Architectural Control Committee Application

Revised May 2025

To : All Laurel Grove Homeowners

Please fill out the entire application with as much information as possible for the Architectural Control Committee(ACC) to make a decision on request and email to **acc@laurelgrove-hoa.org** for review, comments and/or approval within 30 days of receipt of completed application.

Incomplete Applications will be returned without Review.

Owner Full Name_____

Best Contact Phone # _____

Best Contact Email _____

Address _____

Basic Description of Type of Improvement Requesting Approval_____

Work to be performed by_____Contact Phone #_____

Anticipated Start Date upon Approval_____Estimated Completion Date upon Approval_____

Materials to be Used -Description

Color(s) Requested if Applicable to the Exterior Improvement_____

IMPORTANT- Applications per bylaws have up to 30 days to be reviewed by ACC - so please plan accordingly for the modification/enhancement you are submitting. ACC Members may reach out to you to set a time to meet and discuss your submittal, please work together to accommodate their needs for efficiency in the review process.

DO NOT BEGIN WORK WITHOUT FINAL APPROVAL:

Please attach the following to this application for review:

- 1) For all fences, additions (porches, Decks, storage sheds, patios, concrete walkways, driveway renovations)
 - a) A Plot Plan/Survey of the property showing the exact location of improvement requested indication of gates/doorways, heights, styles regarding fences- The ACC strongly recommends surveys before any structures are installed/constructed to eliminate errors such as building on easements, neighboring properties or HOA property. **Neither the ACC or HOA of Laurel Grove is responsible for any encroachments between neighbors or third party entities (ie utility providers, cable, MPW etc)**
 - b) Photos of similar work if applicable and accessible
 - c) Working drawings showing construction specs and elevation of the improvement
- 2) For paint/siding, shingles changes attach labeled color chip or link to a sample of the siding/shingle to be used.
- 3) For all other changes including satellite dishes, cosmetic changes, large or different than typical landscaping improvements, large tree trimming projects attach a complete design description of the item material including a photo.

ACKNOWLEDGEMENT OF ENCROACHMENT RESPONSIBILITIES AND LIABILITIES: I understand that if requested improvement results in the encroachment of bordering easements of the recorded property lines of my lot, I assume full responsibility for its removal and/or replacement costs in the event maintenance access is required.

Owner Signature_____Date_____

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