

Architectural Approval Request Form

Submit to: Association of Twin Oaks
c/o The Community Firm or email: oktwinoaks@gmail.com
6812 N. Robinson Avenue
Oklahoma City, OK 73116

Requested By: _____ Date: _____

Name: _____ Lot Number: _____

Address: _____ Telephone: _____

General Description of work to be performed: Include **dimensions**, **shapes**, **colors**, and **locations**.

***Please attach a sketch, plot map, photograph and sales brochure illustrations of desired addition and/or modifications.**

I will assume the responsibility for any work under the above-proposed improvement that my contractor or I have completed to be within the approved and required guidelines of the association.

Check List – Please check your request to ensure all necessary components are included!
Materials Description (color, type, Plot Plan, Location, Neighbor Approvals, Photos etc.)

Homeowner's signature: _____ Date: _____

****Notice: Some landscaping changes require adjacent homeowners input prior to installation. For any and all changes that go up to property lines or are viewable over the fence line, those surrounding neighbors must give their approval in writing.**

Please fill out this information on the Association of Twin Oaks Additions Architectural Approval Form.

Notice to Owners – All work must be completed within 6 months of approval.

For Board Use Only

Date received by Architectural Committee: _____ Date of Decision: _____

Approval _____ Disapproval _____ Conditional _____

NEIGHBOR ARCHITECTURAL APPROVAL FORM

We are your neighbors at: _____

We are seeking to obtain architectural approval for:

We will be using the following materials to complete this project:

It will be located within _____ feet/inches of our common wall and will be _____ in color.

By signing below, as a neighbor of above homeowner, I certify that I have been shown a plot map, a set of plans, or a photograph of the proposed plans (whichever is appropriate) that my neighbor has for this architectural request.

Neighbor 1: Address _____ Lot # _____

Name: _____ Signature _____

Approve _____ Disapprove _____

Neighbor 2: Address _____ Lot # _____

Name: _____ Signature _____

Approve _____ Disapprove _____

Neighbor 3: Address _____ Lot # _____

Name: _____ Signature _____

Approve _____ Disapprove _____

Neighbor 4: Address _____ Lot # _____

Name: _____ Signature _____

Approve _____ Disapprove _____

Neighbor 5: Address _____ Lot # _____

Name: _____ Signature _____

Approve _____ Disapprove _____

- **Must include all neighbors that surround your home, a possibility of at most five.**
- **This form must also be filled out and included with Architectural Request Form.**

Before submitting any requests please make sure you include the following information:

- A plot map of your property indicating the locations and details of desired changes
- Dimensions associated with any change, especially dimensions of changes close to property lines
- A color swatch of the color(s) to be used
- A detailed description of exactly what changes you are requesting
- Include any brochures from vender(s)
- Obtain signatures of approval from neighbors for changes that will affect a neighbor, especially if a change is viewable over any and all fence lines
- A description of the type of materials that will be used