

Architectural Change Request Form – PLACE IN BLACK HOA MAILBOX WHEN COMPLETED

The CCRs require that the Association have an ACC to review and approve most changes to the visible portions of members' property. Refer to Good Neighbor Policy Article IV on Morningview Ridge website for rules and policies for any property changes.

Please use this form to request approval for an architectural change to your home or property landscape. The form and any attachments enable the Architectural Control Committee (ACC) to serve you better by having a clear understanding of your proposed changes. Please remember that ALL modifications to the external structure and/or property must be submitted for approval BEFORE YOU BEGIN YOUR PROJECT!

Place a checkmark next to the type of change desired:

<input type="checkbox"/> Exterior Painting	<input type="checkbox"/> Fencing	<input type="checkbox"/> Deck / Patio / Driveway
<input type="checkbox"/> Storage Sheds	<input type="checkbox"/> Landscape	<input type="checkbox"/> Additions to your Home

Homeowners' Name: _____
Home Address: _____
Contact Phone: _____ **Best Email:** _____
Est. Project Start Date: _____ **Who will do the work?** Self Contractor

Describe Proposed Changes (Please attached any supporting documents/information/drawings, etc.)

(For Painting Projects, please attach color samples below.)

Adjacent Property Owner Notifications: Notification of three property owners who are most impacted because they are adjacent and/or have a view of your changes is required. This notification is meant as a courtesy and heads up, and does not constitute an approval or denial by the ACC. If adjacent property owners have concerns regarding proposed changes, they should submit their concerns in writing to the ACC within five days of the change notification.

Neighbor Name: _____
Address: _____
 X _____
 Signature Date

Neighbor Name: _____
Address: _____
 X _____
 Signature Date

Neighbor Name: _____
Address: _____
 X _____
 Signature Date

Owner Signature: I understand changes to the project will require re-approval.

 Homeowner Signature Date

FOR COMMITTEE USE ONLY: Date Received: _____
 Request: Approved Disapproved Conditional More Info Req

Work must be completed by: _____
 ACC Rep: _____ Date _____
 ACC Rep: _____ Date _____
 ACC Rep: _____ Date _____

