



Received: _____
Board: _____
Approval: _____
Homeowner: _____
Spreadsheet: _____

ARCHITECTURAL CONTROL COMMITTEE REQUEST FORM

In order to prevent potentially costly rework, approval should be received from the ACC prior to work commencing.

Date Submitted: _____

Date Received: _____

Property Owner Information

Name: _____ Phone _____ (Home) _____ (Cell)

Address: _____ Zip Code: _____

Email Address: _____ Phase/Unit #: _____

Please check appropriate project(s) and description of materials & specifications:

Fence: _____

Pool: _____

Screened Porch: _____

Outbuilding: _____

Addition: _____

Deck: _____

Landscaping: _____

Other: _____

The approval process normally takes from 1 to 2 weeks, but not more than 30 days. Approval from the ACC should be received prior to any work commencing. **Once construction is completed, please notify the ACC for an onsite inspection for final approval.**

Requests can be mailed to Woodland Place of Tallahassee Homeowners Association, Inc., c/o Lewis Association Property Management., 7113 Beech Ridge Trail, Suite 2, Tallahassee, FL 32312, or emailed to manager@lewisp.com.

Comments: _____

Important Items to Remember:

- No Owner shall erect or maintain any building, fence, light post, mailbox, wall, or other structure, nor commence or make any exterior addition to or alteration of the shape, color or appearance of the exterior of existing improvements, nor make any material alteration, addition or deletion to the landscaping of any Lot, unless and until the plans and specifications showing the nature, kind, shape, height, materials, color, location and all other details shall have been submitted to and approved in writing by an Architectural Control Committee of the Board of Directors as to quality of materials, harmony of external design and color, and the location in relation to surrounding structures and topography. The Architectural Control Committee must also approve the site plan for each dwelling or improvement with respect to its proximity to dwellings or improvements of adjacent Lots and the effect it will have on the privacy of adjacent Lot Owners.
- Outbuildings: No structure of a temporary character, trailer, shack, barn or other out building shall be erected or used on any Lot at any time, either temporarily or permanently unless approved by the Architectural Control Committee. No building or other structure of any type constructed on a Lot shall exceed two (2) stories in height.
- Please submit this completed form along with a site plan or survey with a drawing showing where the project will be located, in reference to the setbacks or property lines. Include the amount of each setback for the rear, front and sides of the property.
- All structures erected on a lot shall comply with all applicable building codes. In no event shall a residential dwelling be constructed nearer to the front lot line than 15 feet or nearer to the rear lot line than 10 feet, or nearer to any side street lot line than 15 feet. The minimum side lot line setback shall be 5 feet.
- All satellite dishes must be installed in the back yard of the homes unless an alternate location is submitted to and approved by the ACC.
- It is recommended that photos, drawings, proposals, or brochures of your proposed project be submitted with the request for clarification of the materials.
- Fences must be approved by the Architectural Control Committee
- To expedite the review process it is recommended that you review all the covenants and restrictions to ensure your proposed addition meets the requirements.

Approved by:

- 1) _____ **Date:** _____
- 2) _____ **Date:** _____
- 3) _____ **Date:** _____