

ACC Submission Form

Name: _____ Date: _____

Email _____ Phone: _____

Address: _____

Lot #: _____

Hearthstone homeowner / builder is requesting approval for _____ in

Hearthstone Village Community Association.

Length of Time for Project: _____ to _____

Architectural Approval Process

1. A Hearthstone Home Owner / Builder brings a request to the Architectural Control Committee (ACC) representative(s).
2. The ACC representative(s) provides the neighbor / builder the requirements to fulfill and return to ACC representative(s).
3. The ACC will evaluate the submitted proposal. The ACC will then take action to approve or deny and report back to the applicant in writing within 30 days.
4. Within 30 days after completion of the project, the homeowner is to submit the finalized project report to the ACC representative(s).

For the Hearthstone Board to approve the ACC recommendation of the request you are required to provide the following information to the ACC representative:

1. Elevation drawings that illustrate the view from the street and view(s) from any adjacent lot(s).
2. Specifications of building materials, finishes, and color(s) to be used.
3. Certified Plat of Survey, which indicates the new project with the setback requirements.
4. Intended use of the proposed project space.

Notes: Specific to fence requests; all fence requests shall meet all construction specifications, material lists, drawings, etc. in accordance with the Hearthstone Village Community ACC guidelines.

Approved forms are valid for 12 months from date of approval.

Board / Architectural Control approval is subject to the execution and authorization of a building permit, granted by building department with proper jurisdiction as required.

Approved ACC forms may transfer to future home owners. New home owner must resubmit form in their name along with previously approved material. As long as present request matches the former request with no changes, board will automatically approve request. (Approved forms are valid for 12 months.)

Submit the required information to the Architectural Control Committee Chairperson.

Homeowner Signature _____

HVCA ACC Signature _____