



**WILLOW MEADOWS
CIVIC CLUB ACC
Architectural Approval Application**

PLEASE PRINT AND PROVIDE ALL REQUESTED INFORMATION

OWNERS NAME: (Please Print) _____

DATE: _____ **PROPERTY ADDRESS:** _____

PHONE / DAY: _____ **EVENING:** _____

DESCRIPTION OF IMPROVEMENT / ALTERATION: (Size, location, and proposed use.)

REQUIRED SUBMITTALS FOR INITIAL ACC APPROVAL TO PROCEED WITH CONSTRUCTION/PERMITTING:

Please submit this completed Architectural Approval Application and 3 sets of your construction documents indicating:

- Site plan or plot showing the location of the improvement with respect to all lot lines, building set back lines and utility easements.
- Full construction drawings including exterior elevations, floor plans, engineer stamped foundation plan.
- List of materials to be used.

ADDITIONAL INFORMATION REQUESTED BY YOU OR YOUR CONTRACTOR PRIOR TO COMMENCEMENT OF CONSTRUCTION IF BOXES ARE CHECKED BELOW:

- Site area within the property lines: _____
- Area of construction in square feet. Include all area within exterior walls of the home and garage. (SF): _____
- Surface area of all exterior walls including garage walls (SF): _____.
- Surface area of exterior wall stone, stucco and/or brick (SF): _____.

ADDITIONAL INFORMATION REQUIRED OF YOU AND/OR YOUR CONTRACTOR AT A FUTURE DATE IF BOXES ARE CHECKED BELOW:

- A signed and sealed concrete form survey by a licensed surveyor indicating the actual placement of concrete foundation forms for ACC approval prior to pouring any concrete.
- You or your contractor is required to call the ACC for approval at the end of the framing stage of construction and prior to placement of any exterior sheathing.

When you pick up your drawings and approvals from the ACC you will be asked to initial any checked boxes above to signify your understanding and to provide the requested information at the appropriate time in the future



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OWNERS AFFIDAVIT:

1. I represent and warrant that the proposed improvements comply with all applicable provisions in the Willow Meadows Deed Restrictions.
2. I understand that approval by the Architectural Control Committee (ACC) in no way relieves me from compliance with or otherwise acts as a waiver of the Willow Meadows Deed Restrictions.
3. I represent and warrant that the proposed improvements will conform and be in harmony with the existing neighborhood surroundings and that the type and quality of materials involved will be in conformity with that of the existing structure and the surrounding structures.
4. I understand that it is my responsibility to conform to any city, state, federal or any agency building codes and ordinances that may apply to this improvement and that approval by the ACC shall in no way be construed as a waiver of such.
5. I understand that Willow Meadows Civic Club, Inc., its officers, directors, agents, and members (including the ACC) shall in no way be liable or responsible for any latent or patent deficiencies in proposed design, materials or craftsmanship. I release and hold harmless Willow Meadows Civic Club, Inc., its officers, directors, agents, and members (including the ACC) for any liability arising out of the review or approval of the proposed improvements.
6. I agree that no construction or other work on this improvement shall commence until I have received the written approval of the ACC, in accordance with Article II of the Deed Restrictions.
7. If my plans are approved and my construction plans then change, I will resubmit my plans for further/new approval. Failure to do this could result in a Court Order to halt construction and removal of any construction that violates the Deed Restrictions.
8. I agree that receiving approval for my plans is not the last step in the process. My construction will undergo a site review by the ACC on or around the date listed on page 1 of this form to show that construction has been done in compliance with my approved plans. Any failure of my construction to be in compliance with my approved plans may be met with a Court Order enforcing compliance with the Deed Restrictions.
9. I am required, at all times during construction, to prominently display the WMCC ACC Construction Approval sign. A failure to display this sign will trigger an inquiry into the compliance of my plans with the Deed Restrictions.

OWNER'S SIGNATURE: _____

WMCC ACTION:

Approved: ____ Disapproved: ____ Date: _____

WILLOW MEADOWS ACC By: _____

REASON FOR DISAPPROVAL: _____

If you have any questions, please contact the ACC via architecture@willowmeadows.org