

**ARCHITECTURAL REQUEST FORM**  
**for Summers Branch ACC ( Architectural Control Committee)**

The Association covenants require that before any installation, construction or alteration of any structure on any lot shall be submitted to the ACC for architectural review from the Board of Directors of the Association or its appointed Architectural Review Committee.

The homeowner making the proposed change to his/her structure/lot must submit an Architectural Request Form. He/she is responsible for providing all information necessary to render a decision on their particular request. Any and all incomplete forms and/or requests with insufficient information will be automatically denied. Any and all changes must be made in accordance with the plans and specifications submitted and approved and may not deviate from approved plans without further approval by the Board of Directors or the appointed Architectural Review Committee.

The sanctioned time limit for request consideration shall not begin until all information necessary for the review of the architectural request have been submitted. This request will be deemed active for a period of thirty (30) days from when the completed form and all other necessary and relevant information is received by the Board of Directors or its appointed Architectural Review Committee at the email [summersbranchhoa@gmail.com](mailto:summersbranchhoa@gmail.com)

**PLEASE COMPLETE THE FORM BELOW. ATTACH AND SCAN ANY ALL PLANS AND SPECIFICATIONS SHOWING THE NATURE, SHAPE, KIND, HEIGHT, COLOR, MATERIALS AND LOCATION OF PROPOSED STRUCTURE/LOT PLANS.**

Association Name: Summers Branch Homeowners Association, Inc.

Homeowner

Name: \_\_\_\_\_ TodaysDate: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Contractor

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Description of changes (attach separate sheet if more room is need): \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Date received: \_\_\_\_\_ Date to Expire (30 days): \_\_\_\_\_

Dissapproved\_\_\_\_\_

Reason: \_\_\_\_\_

Decision date: \_\_\_\_\_