

ACC CHECKLIST

- Fill out ACC Application in its entirety.
- Provide a copy of your Plot Plan with the proposed change marked on the plot plan. Include the dimensions of the improvement to your lot (fence, deck, patio, etc.).*
- Include a Picture or Brochure of the item or materials used to make the item.*
- Include the bid from the professional installer who will be installing your project.*
- Include a drawing of all decks and patios.

*****Please be sure to include this checklist and all necessary documents with application, as incomplete applications will not be processed*****

*****It is the goal of the Architectural Control Committee to approve all applications within 30 days of receiving a complete application*****

Applications can be submitted the following ways:

**Mail: Main Street Management, LLC
4735 Statesmen Drive, Suite E
Indianapolis, IN 46250**

Email: info@mainstreetmanagementllc.com

Fax: (765) 742-6401

GLEN HAVEN WEST
ARCHITECTURAL CONTROL COMMITTEE

Homeowner Request for Change

Please complete items 1-6 only.

1. Name _____ Phone _____

Address _____

Model or Unit Type _____

Community/Lot Number _____

Email Address _____

2. Briefly describe the proposed change: _____

3. Will there be changes or modifications in basic utility services or existing structures to accommodate the proposed change? Please indicate.

	Yes	No		Yes	No
Electric	___	___	Exterior Walls	___	___
Telephone	___	___	Patio Fencing	___	___
Gas	___	___	Patio Slab	___	___
Water	___	___	Sidewalks	___	___
Sewage	___	___	Pavements	___	___
TV Cable	___	___	Other _____		

4. Please list below the major construction materials which will be used in this project. Be as specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible.)

5. Lot Description (for example: pond lot, next to play ground, corner lot, etc.)

6. Project schedule:

A. The project will be done by: Homeowner
 Contractor(s) Name _____
 Both

B. Please indicate the approximate time needed to complete the project, subsequent to the Board approval. _____

C. Please indicate any building permits that will be required. _____

NOTE: All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records. The Board/Architectural Committee is allowed up to 30 days from date of receipt to approve your request.

The Developer encourages you to wait until the “final grade” has been established on your lot before installing any fencing or landscaping improvements.

I hereby acknowledge that I have read and understand the ARCHITECTURAL CONTROL STANDARDS set forth by the Board, as well as the Declaration of Covenants and Restrictions.

Homeowner’s Signature _____

----- DO NOT WRITE BELOW -----

Committee Action:

- Approved as submitted
- Approved with conditions stated in comments
- Deferred
 - Additional information required: _____

 - Other: _____

- Denied

Comments: _____

All approved projects must be completed in 120 Days from date of approval.

Signed _____ Date _____
ARCHITECTURAL CONTROL COMMITTEE Representative