

WILLOW OAKS

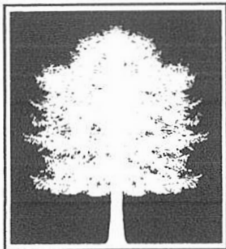
Willow Oaks Recreational Association – *A Covenant Community* • www.willowoaks.org

ARCHITECTURAL CONTROL COMMITTEE REQUEST FORM

INSTRUCTIONS

IAW Section 10, Item 3 of Willow Oaks Protective Covenants filed with all deeds, prior to commencement of any construction or improvement a request must be submitted to the Willow Oaks Architectural Control Committee (ACC) with the following:

1. Complete and signed ACC request form
2. Plat (copy of the survey or a drawing depicting house, existing structures, and proposed Improvement)
3. Elevation (side view drawing showing dimensions or proposed improvement)
4. Materials description listing the type of materials to be used, i.e. brick, vinyl, etc.
5. Renters must attach approval letter from owner or property manager.
6. Submit complete package in **DUPLICATE** to the ACC Chairman or Member.



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ARCHITECTURAL CONTROL COMMITTEE REQUEST FORM

Requester _____

Phone _____ Date _____

Property Address _____

Renter must attach approval of owner of property

Owner Name and Address (*If not requestor*)

Committee Use Only

Date Received: _____

Committee Action: _____

Date Returned: _____

Request (*be specific*)

All required permits per Hampton ordinance ☐ Yes ☐ No

Required Attachments ☐ Plat ☐ Building Materials ☐ Letter Description

Neighbor's Comments Signature, address, and phone number of all line of sight neighbors of your project and if they agree or disagree with your proposed project.

Signature	Address	Phone	Agree/Disagree

I agree to obtain a Hampton building permit prior to construction

Signature of Requestor

Date



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ARCHITECTURAL CONTROL COMMITTEE ACTION

Committee Action: ☐ Approved ☐ Disapproved

Chairperson _____ Phone _____ ☐ Approve ☐ Disapprove	<i>Comments:</i>
Committee Member _____ Phone _____ ☐ Approve ☐ Disapprove	<i>Comments:</i>
Committee Member _____ Phone _____ ☐ Approve ☐ Disapprove	<i>Comments:</i>
Committee Member _____ Phone _____ ☐ Approve ☐ Disapprove	<i>Comments:</i>

Reason (if disapproved):
