

CASTLE COVE ARCHITECTURAL IMPROVEMENT COMMITTEE REQUEST

Date of Request _____

CHECKLIST FOR SUBMISSION OF PROPOSED CHANGES TO YOUR PROPERTY

Allow adequate time to complete the following:

1. Provide 2 copies of the following: submit one copy to the Architectural Improvement Committee for their files and have one copy available to show to your adjacent neighbors while completing 2A, 2B and 2C of this request.

A. Prepare a written description of your project, and state dates you wish the project to be started and completed.

B. Provide a picture or detailed drawing with dimensions (Length, Height, Width, etc.) of the change

C. Provide a detailed plot plan showing where the project will be located on your property. Include the distances from your dwelling and from property lines. Use a scale no smaller than 1" = 10'.

2. Committee will then have you Contact the neighbors adjacent to your lot that are listed by the Committee.

A. Give your adjacent neighbors a copy of the comment sheet (page 3) with information on your project already filled in. Any comments from them should be directed to the Architectural Improvement Committee, in writing, within five (5) calendar days, using the comment sheet.

B. Have them sign the acknowledgement form on page 2. Their signature is only to insure that they have seen a copy of 1A, 1B, 1C, are aware you are submitting this project for approval, and that they have received a copy of page 3 (please fill in the blanks on pg.3.) It *is* not a vote for or against it.

C. Return your project description, drawings and plans along with the signed acknowledgement form (pg 2) to an Architectural Improvement Committee Member. All requests will be approved or denied within 20 calendar days after receipt by one of the Architectural Improvement Committee Members.

IF YOU ARE NOT SATISFIED WITH THE DECISION, you can appeal it to the Board.

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Acknowledgement Form

Lot # _____ Street Address _____

Homeowner submitting request. _____

Date of Request: _____

Adjacent Lots

Lot Number	Street Address	Signature

CASTLE COVE ARCHITECTURAL IMPROVEMENT COMMITTEE REQUEST

TO CASTLE COVE HOMEOWNER

Date _____

Adjacent Lot # _____, **Address** _____

Homeowner submitting request: _____

In compliance with the Castle Cove Covenants, your neighbor is petitioning the Architectural Improvement Committee for approval of the proposed project described below:

Date of Request: _____ **Proposed Project:** (list a brief description)

Located on Lot No. _____, Property Owner _____

As a Property Owner who may be directly affected by this project, **your comments will be considered in our decision to either approve or deny this petition/request.** Please use this form and the space below to make any comments and return it within **five (5) days** to one of the Architectural Improvement Committee Members. **Non-return of this form will be considered an automatic approval from you (the adjacent homeowner.)**

COMMENTS:

Adjacent Homeowner Signature _____

Phone No. _____