Block _____
Lot _____

Architectural Control Committee Improvement Request Form

In accordance with the recorded Declaration of Covenants and Restrictions for Fox Highlands and in order to protect each individual owners' rights and property values, it is required that any owner who is considering improvement of their deeded property to include, but not be limited to, single-family dwelling, outbuilding, fence, in-ground pool, recreational equipment, or other structures of any kind, submit the following to the Architectural Control Committee **prior to initiating work on the planned improvements:**

1) A completed Architectural Control Committee Improvement Request Form.

2) One complete set of detailed building, deck, pool, fence, etc., grading, and landscaping drawings, prepared by licensed design consultants or contractors. The project's drawings should include layout plans with dimensions of the proposed improvements, as well as dimensions to building setbacks and property lines; elevation plans; any applicable details and cross-section plans.

3) A property site or plot plan showing the location with detailed dimensions to setbacks and / or property lines of the proposed improvement(s) to include concrete foundations driveways and sidewalks.

4) Materials list, including manufacturer, model, color, style, etc. with color photos or brochure(s) of each material.

NOTE: The above enumerated materials are **required** to be compiled and submitted as one (1) Adobe (.pdf) file.

Any homeowner considering any exterior improvement to their property is urged to review the recorded Declaration of Covenants and Restrictions prior to initial request. The Declaration of Covenants and Restrictions are available at www.whisperingcoves.com.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name _____

Address _____

Email Address _____

Home Phone _____ Cell or Work Phone _____

BRIEFLY DESCRIBE THE IMPROVEMENT THAT YOU PROPOSE:

_____

_____

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT? (Provide Company Name, Contact Person, Office Phone and Email Address):

_____

TYPE OF AND/OR LOCATION OF IMPROVEMENT (Check all that apply):

_____ Single-family dwelling	_____ Front of dwelling	_____ Back of dwelling	_____ Fence
_____ Roof of dwelling	_____ Outbuilding	_____ Side of dwelling	_____ Recreational equipment
_____ In-ground pool	_____ Retaining wall	_____ Deck	_____Other (describe):_____

I understand that the Architectural Control Committee will act on this request within fifteen (15) business days of receipt of a complete submission and will contact me in writing via USPS or electronic mail regarding their decision. *I agree to NOT begin property improvements without written approval from the Architectural Control Committee in accordance with the recorded Declaration of Covenants and Restrictions. I understand that all construction will meet all applicable Governmental Regulations, Building Codes and Local Municipal Ordinances and that the Architectural Control Committee approvals do not override any Governmental Regulations, Building Codes and Ordinances.*

_____	_____	_____
Owner's Printed Name	Signature	Date
_____	_____	_____
Co-Owner's Printed Name	Signature	Date

Please return this completed form and all materials required in one (1) single PDF file attachment to:

Erik Hoogerland
eoh@forwarddevgroup.com

Block _____
Lot _____

Architectural Control Committee Improvement Review Checklist

NOTE: ALL PLANS TO BE PREPARED BY LICENSED DESIGN CONSULTANTS OR DESIGN / BUILD CONTRACTORS AND TO MEET THE REQUIREMENTS IN THE DECLARATION OF CONVENANTS, CONDITIONS AND RESTRICTIONS.

THE ITEMS BELOW MEET THE REQUIREMENTS SET FORTH IN THE DECLARATION OF CONVENANTS, CONDITIONS AND RESTRICTIONS

_____ ACC IMPROVEMENT REQUEST FORM

_____ BUILDING PLANS *PER COVENANTS AND RESTRICTIONS SECTION 2.7*

- _____ NO SIMILAR ELEVATION DESIGN WITHIN 500 FEET *(PER SECTION 2.7 (b))*
- _____ 40% BRICK, STONE, OR OTHER NATURAL SOLID MATERIALS AT FRONT ELEVATION ANY SIDE FACING THE RIGHT-OF-WAY *(PER SECTION 2.7 (c) (i), SECTION 2.7 (c) (ii), AND SECTION 2.7 (g) (ii))*
- _____ ROOF PITCH OF 6/12 OR HIGHER *(PER SECTION 2.7 (e))*
- _____ ROOF MATERIAL: ROOFS SHALL HAVE DIMENSIONAL ARCHITECTURAL SHINGLES. STANDARD 3-IN-1 SHINGLES ARE NOT PERMITTED *(PER SECTION 2.7 (f))*
- _____ TRIM: CORNER BOARD, WINDOW AND DOOR TRIM ON ALL FACADES *(PER SECTION 2.7 (g) (i))*
- _____ 10-INCH OR MORE FASCIA *(PER SECTION 2.7 (g) (iii))*
- _____TRIM AROUND EXTERIOR WINDOWS AND DOORS SHALL BE A MINIMUM OF 4 INCHES *(PER SECTION 2.7 (g) (iii))*
- _____TRIM ABROVE GARAGE DOORS AND ON CORNERS OF THE BUILDING SHALL BE A MINIMUM OF 6 INCHES *(PER SECTION 2.7 (g) (iii))*
- _____ IF CHIMNEY CONSTRUCTED, TO BE ENCASED WITH SAME SIDING MATERIAL AND TRIM AS USED ON THE BUILDING *(PER SECTION 2.7 (h))*
- _____ GUTTERS AND DOWNSPOUTS *(PER SECTION 2.7 (i))*
- _____ FOUNDATION WALL EXPOSURE *(PER SECTION 2.7 (j))*
- _____ WINDOWS *(PER SECTION 2.7 (k))*
- _____ EXTERIOR DOORS AND GARAGE DOORS TO BE PANEL STYLE *(PER SECYION 2.7 (l))*
- _____ EXTERIOR LIGHTING *(PER SECTION 2.7 (n))*
- _____ 2-4 GARAGE STALLS *(PER SECTION 2.14)*
- _____ CONSTRUCTION TO COMMENCE WITHIN 12 MONTHS OF LOT PURCHASE, CONSTRUCTION TO BE COMPLETE WITHIN 9 MONTHS OF CONSTRUCTION COMMENCEMENT *(PER SECTION 2.23)*

_____ MATERIALS SPECIFICATIONS AND ACCOMPANYING COLOR PHOTOS *(PER SECTION 2.7 (c) AND SECTION 2.7 (d))*

- _____ ALL MATERIALS ON ELEVATIONS TO BE LABELED, INCLUDING SIDING, TIME, FASCIA, ETC. *(PER SECTION 2.2 (iii)*

_____ PROPERTY PLOT PLAN *(PER SECTION 2.8)*

_____ GRADING PLAN, INCLUDING ALL RETAINING WALLS AS NECESSARY AND LIST OF MATERIALS TO BE USED *(PER SECTION 2.11)*

_____ FENCING REQUIREMENTS *(PER SECTION 2.25)*

_____ LANDSCAPE ARCHITECTURE PLAN OR MODIFIED EXHIBIT E *(PER SECTION 2.32)*

Block _____
Lot _____

Architectural Control Committee Improvement Review Checklist Continued

_____ LANDSCAPING TO BE INSTALLED WITHIN 180 DAYS OF CONSTRUCTION COMPLETION, WEATHER PERMITTING *(PER SECTION 2.23)*

_____ LANDSCAPING PLANTS TO BE INSTALLED WITHIN 45 DAYS OF OCCUPANCY OR UPON CONSTRUCTION COMPLETION, WEATHER PERMITTING (*SECTION 2.32)*

_____ DRIVEWAYS TO BE POURED CONCRETE, PAVERS OR BRICK *(PER SECTION 2.16)*

_____ DRIVEWAY TO BE INSTALLED WITHIN 180 DAYS OF CONSTRUCTION COMPLETION, WEATHER PERMITTING *(PER SECTION 2.23)*

_____ MINIMUM SQUARE FOOTAGE – SEE TABLE BELOW *(PER SECTION 2.13)*

Minimum Floor Area Requirements:		
Blocks/Lots	**Single-Story Homes**	**Two-Story Homes**
Block 3:		
Lot 1	1,200	1,600
Lots 2-9	1,600	2,400
Lots 10-22	2,400	3,600
Block 4:		
Lots 1-12	2,000	2,800
Block 5:		
Lots 1-7, 16-18	2,000	2,800
Lots 8-15	2,400	3,600
Lots 19-36	1,600	2,400
Block 6:		
Lots 1-10	2,400	3,600
Block 7:		
Lots 1-27	2,400	3,600
Block 8:		
Lots 1-31	2,400	3,600
Block 11:		
Lots 1-10	2,400	3,600
Block 13:		
Lots 1-6, 8-13	2,400	3,600
Lot 7	1,200	1,600
Lots 14-24	2,000	2,800
Block 14:		
Lots 1-8	2,000	2,800
Lots 9-21	1,600	2,400
Block 15:		
Lots 1-10	1,600	2,400
Lots 12-19	1,600	2,400

Block _____
Lot _____

Architectural Control Committee Improvement Review Form

Date Received: _____

Submission Package Complete: Yes_____No_____

Critical Date (For Required Response):_____

Applicant Name: _____

Address: _____

_____

Email Address: _____

Home Phone: _____ Cell or Work Phone: _____

_____ ACTION IS SUSPENDED PENDING SUBMISSION OF THE ITEMS LISTED BELOW.

_____ THE REQUEST IS APPROVED AS SUBMITTED.

_____ THE REQUEST IS APPROVED SUBJECT TO THE REQUIREMENTS STATED BELOW.

_____ THE REQUEST IS DISAPPROVED AS STATED BELOW.

NOTE: AN ATTACHED LETTER MAY PROVIDE ADDITIONAL DETAIL OF THE ARCHITECTURAL CONTROL COMMITTEE'S ACTION THAT IS A PART OF THIS RESPONSE.

_____

_____

_____

_____

_____

_____

COMMITTEE ACTION – TWO SIGNATURES REQUIRED

_____	_____	_____
Committee Member Printed Name	Committee Member Signature	Date
_____	_____	_____
Committee Member Printed Name	Committee Member Signature	Date