

Block _____
Lot _____



Architectural Control Committee Improvement Request Form

In accordance with the recorded Declaration of Covenants and Restrictions for Whispering Coves 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 Improvement Request Form.
- _____ (2) A completed set of detailed building, grading, and landscaping plans prepared by licensed design consultants or design/build contractors.
- _____ (3) A property plot plan showing the location of the proposed improvement(s) to include concrete foundation and driveway.
- _____ (4) Materials list, including manufacturer, model, color, style, etc. with 8 1/2" x 11" color photos of each material.

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 _____ 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 attachments to:
Forward Development Group, LLC / 161 Horizon Drive, Suite 101A / Verona, WI 53593
or e-mail to Connor Nett at cpn@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 COVENANTS, CONDITIONS AND RESTRICTIONS.

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

____ ACC IMPROVEMENT REQUEST FORM

____ BUILDING PLANS *PER COVENANTS AND RESTRICTIONS SECTION 2.7*

____ NO SIMILAR ELEVATION DESIGN SHALL BE ALLOWED TO REPEAT DIRECTLY ADJACANT TO EACH OTHER, DEFINED AS DIRECTLY TO THE LEFT, RIGHT, ACROSS THE STREET, AND KITTY-CORNER. *(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 ABOVE 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 SECTION 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, TRIM, 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	2,200
Lots 10-22	2,000	2,800
Block 4:		
Lots 1-12	1,800	2,400
Block 5:		
Lots 1-7, 16-18	1,800	2,400
Lots 8-15	2,000	2,800
Lots 16-18	1,800	2,400
Lots 19-36	1,600	2,200
Block 6:		
Lots 1-10	2,000	2,800
Block 7:		
Lots 1-27	2,000	2,800
Block 8:		
Lots 1-31	2,000	2,800
Block 11:		
Lots 1-10	2,000	2,800
Block 13:		
Lots 1-6, 8-13	2,000	2,800
Lot 7	1,200	1,600
Lots 14-24	1,800	2,400
Block 14:		
Lots 1-8	1,800	2,400
Lots 9-21	1,600	2,200
Block 15:		
Lots 1-10	1,600	2,200
Lots 12-19	1,600	2,200

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