

PALMIRA LAKES HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL REQUEST

Scope of Architectural Control Request:

No building, outbuilding, fence, wall, swimming pool or spa, or other structure shall be commenced, erected, or maintained upon any Lot, nor shall any exterior addition to or change or alteration therein be made until a set of plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing by the Architectural Control Committee as to harmony of external design and location in relation to surrounding structures and topography and the standards and guidelines established by the Architectural Control Committee. In summary, all additions or changes to the exterior of the home or to the Lot must be submitted to the Architectural Control Committee. All approvals shall be requested by submission to the Architectural Control Committee of plans and specifications showing the following:

ARCHITECTURAL APPROVAL HOMEOWNER DATA:

Date Submitted to Committee _____ **Proposed Start Date** _____
Name _____
Address _____ **Lot #** _____
Phone _____
Email Address _____
Property Owner Signature _____

DESCRIPTION OF REQUEST (attach copies of actual plans/specifications/proposals):

The Architectural Control Committee shall have ninety (90) days from date of receipt of request to approve the submitted plans and specifications before any work may start. This approval does not replace any building permits required by City/County government. Remember for your own protection, as the homeowner, you should review any easement issues that may arise with this addition or modification. Should your project be approved remember to CALL BEFORE YOU DIG. The number is 811.

Please remit form with attachments to:

Palmira Lakes Homeowners Assn., Inc.
c/o The Newcomb Group
10214 Chestnut Plaza Drive #220
Fort Wayne, IN 46814

Email: tng@newcombgroup.us

A FULL SERVICE COMMUNITY MANAGEMENT COMPANY

10214 Chestnut Plaza Drive, #220 | Fort Wayne, IN 46814 | Office: 260.432.3942 | newcombgroup.us

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PALMIRA LAKES HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL REQUEST

FOR BOARD USE ONLY

Date received by Committee _____

Name _____
Address _____ Lot # _____
Phone _____
Email Address _____

Date Approved _____

SCOPE OF APPROVAL:

ACKNOWLEDGEMENT:

I, Owner of Property located at _____, acknowledge and agree the scope of architectural approval authorized herein is limited to the express terms as stated above. Scope of approval is granted pursuant to the written plans I presented to this Committee in my Architectural Control Request submitted on _____, 20____. Any and all alteration, modification, or variation to the plan(s) as submitted, however slight, requires submission of an amended Request and subsequent approval or denial of the same by the Palmira Architectural Committee.

Property Owner's Signature: _____ Date: _____

Date Denied _____

Reason for Denial _____

Property Owner's Signature: _____ Date: _____

Require more information from Homeowner _____

Explanation _____

This determination was made in good faith by the Palmira Lakes Architectural Committee.

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