



**ARCHITECTURAL REQUEST FORM**

**Scope of Architectural Control Request:**

No building, improvement, construction, excavation, fence, wall, swimming pool or spa, exterior lighting, swing set, play equipment, statues, lawn ornaments or other non-living landscaping ornamentation device, or other structure shall be commenced, erected, altered or maintained upon any Lot, nor shall any exterior addition to or change or alteration of any Dwelling Unit be made until a set of plans and specifications have been submitted to and approved by the Architectural Control Committee.

**\*New Build Reminder:** It is expected that landscaping, irrigation, tiling and lawn be installed within one year post building completion. Landscape plans as well as any additions should be submitted as they become available and prior to installation. It is also expected that erosion and run-off be kept to a minimum throughout the building process.\*

**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 thirty (30) 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.

**Please remit form with attachments to:**

**The Quarry  
c/o The Newcomb Group  
10214 Chestnut Plaza Drive #220  
Fort Wayne, IN 46814**

**Email: [tng@newcombgroup.us](mailto:tng@newcombgroup.us)**

**FOR BOARD USE ONLY:**

Date received by Committee \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Require more information from Homeowner \_\_\_\_\_  
Explanation \_\_\_\_\_

**A FULL SERVICE COMMUNITY MANAGEMENT COMPANY**

10214 Chestnut Plaza Drive, #220 | Fort Wayne, IN 46814 | Office: 260.432.3942 | [newcombgroup.us](http://newcombgroup.us)

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