

Project Request Form

Homeowner's Name	
Address	
Phone	
Email	
Est Project Dates (start & finish)	

The ACC Review Process can take up to 30 days, depending on the scope of the work you are requesting and how it fits into the current CC&Rs. The work cannot begin until the ACC Request has been **approved** by the committee.

You will receive an email or notification of the decision of the committee, and no interim updates will be given during the request process.

Provide the information related to your project in the below field.
Please review the CC&R excerpt provided on page 2 to aid in the writing of your plans.

**Excerpt from Pointe Woodworth CC&Rs:

Section 9.1. Approval of Plans Required. Except as provided in Section 9.2 below, none of the following actions may be taken until plans and specifications for the same have been approved in writing by the ACC:

- a) The construction of driveways.
- b) The construction or erection of any building (including outbuildings), garage, sign, fence, wall or other structure, including the installation, erection, or construction of any solar collection device.
- c) The remodeling, reconstruction, or alteration (including the painting) of any building or other structure or driveway.
- d) The planting of any tree which may grow to a height in excess of 16 feet.

Section 9.2. Approval Not Required. Notwithstanding any provision of this Declaration, the approval of the ACC shall not be required for action taken by Developer to develop the Property as a residential subdivision, including the initial construction of associated improvements.

Section 9.3. Procedure for Approval. Any person wishing to take any of the actions described above shall submit to the ACC two (2) sets of plans and specifications showing:

- a) The size and dimension of the improvements;
- b) The exterior design, to include the roof;
- c) The exterior color chart;
- d) The exact location of the improvement on the Lot;
- e) The location of driveways and parking areas;
- f) The scheme of drainage and grading;
- g) The proposed landscaping (which shall include the area between the curb and the sidewalk on the road frontage to side of the Lot); and,
- h) Proposed outdoor lighting.

Approval of such plans and specifications shall be evidenced by written notation on such plans and specifications, one (1) copy of which shall be delivered to the Owner of the Lot upon which the proposed action is to be taken. The ACC shall not be responsible for any structural defects in such plans or specifications or in any building or structure erected according to such plans and specifications. The ACC shall make its decision within thirty (30) business days from the date the completed plans and specifications are submitted. Failure to approve or deny plans and specifications within that period shall be deemed approved.

Please complete this form and attach via email to ptwoodworth@pointewoodworth.org.