

ACC CHECKLIST

- ✓ Complete the attached ACC packet in its entirety.
- ✓ A copy of your Plot Plan/Survey (provided at the closing of your home or obtained from your local Records Office) with the proposed change(s) clearly marked on the plot plan. Include the dimensions of the improvement(s) to your lot (fence, deck, patio, etc.).
- ✓ Include a Picture and/or Brochure of the item or materials used to make the item.
- ✓ For Fencing Improvements, include the bid from the professional installer who will be installing the fence.
- ✓ For projects that involve the changing of color (siding or roof), include the current and projected color.

Please be sure to include this checklist and all necessary documents with application, as incomplete applications will not be processed

It is the goal of the Architectural Committee to approve all applications within 30 days of receiving a completed application

Applications can be submitted the following ways:

Mail: Hillcrest Highlands ACC
3127 Hillcrest Trce
Adamsville, AL 35005

Email: ACC@hillcresthighlands.org

ARCHITECTURAL CONTROL COMMITTEE HILLCREST
HIGHLANDS HOA

Homeowner Request for Change

Please complete items 1-5 only and provide owner of record signature.

1. Name _____ Phone _____
Address _____
Email Address _____ Lot Number _____

2. Briefly describe the proposed change: _____

3 Please list below the major construction materials which will be used in this project. Be as specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible.)

4. Lot Description.

____ Corner Lot

5. Project schedule:

A. The project will be done by: ☐ Homeowner

☐ Contractor(s) Name _____

☐ Both

B. Please indicate the approximate time needed to complete the project, subsequent to the Board approval. _____

C. Please indicate any building permits that will be required. _____

NOTE: All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records. The Board/Architectural Committee is allowed up to 30 days from date of receipt to approve your request.

If your home is newly constructed, you are encouraged to wait until the "final grade" has been established on your lot before installing any fencing or landscaping improvements.

I hereby acknowledge that I have read and understand the ARCHITECTURAL STANDARDS AND REQUIREMENTS set forth by the Board, as well as the Declaration of Covenants and Restrictions.

Homeowner's Signature _____ Date _____

----- DO NOT WRITE BELOW -----

Committee Action:

☐ Approved as submitted

☐ Approved with conditions stated in
comments ☐ Deferred

☐ Additional information required: _____

☐ Other: _____

☐ Denied

Comments: _____

All approved projects must be completed in 120
Days from date of approval.

Signed _____ Date _____
Architectural Control Committee Representative