

Staff Only:	Initials _____
Paid: _____	Date _____
Permit # _____	ACC# _____

PERMIT DETAILS

Property Address _____

Lot(s) _____ Block _____ Subdivision _____ Parcel _____

Description of Improvement: _____

Color Scheme to be used -- provide manufacturer name and color name of products:

Roof: _____ Gutters/Downspouts: _____
Siding: _____ Garage Door: _____
Stone/Brick: _____ Windows: _____
Trim/Soffit Fascia: _____ Shutters/Other: _____

An Actual Sample May Be Required

OWNER INFORMATION

Owner Name: _____ Phone # _____

Mailing Address: _____ City _____ State _____ Zip _____

Owner Email: _____

CONTRACTOR and/or PRIMARY CONTACT INFORMATION

** Owner is still solely responsible for their property, even when a representative is acting on their behalf. **

Contractor/Company Name: _____

Mailing Address: _____ City _____ State _____ Zip _____

Primary Contact: _____

Primary Phone: _____ Email: _____

Application Requirements

Any improvements that change, maintain, or alter the outward appearance of a residence/property requires a permit.
Refer to the ACC Policy and Procedures Manual.

Application Requirements: Submit an application(s) with a survey/plat indicating the exact location of the improvement. (MUST BE TO SCALE) Include exact dimensions, and a drawing and/or picture of the project with detailed specifications (drawings must be 11x17 or less), color names and manufacturer of all materials used. * ADDITIONAL INFORMATION MAY BE REQUIRED.

Review Procedures: Applications are reviewed on a case-by-case basis and must be approved by the ACC's full Committee unless otherwise stated. Meetings are held once a month and a schedule is available upon request.

Projects **shall not** begin without approval from the ACC.

FEE INFORMATION:

MISCELLANEOUS REPAIRS/IMPROVEMENTS: ----- \$75.00

Example of Repairs, but not limited to the following: Reroof, Repaint, Residing, * Staining
Example of Improvements, but not limited to the following: Fences/Screening, Driveways, Seawalls, Decks up to 250 sq. feet (Includes repair / replace / add / cover), retaining walls 30” inches and above, Addition or Alterations that increase heated floor space up to 250 sq. feet. Accessory structures up to 250 sq. feet (Includes carports, garages, sheds, docks, covered docks, and boat or pool houses).

LARGE SCALE IMPROVEMENTS: ----- \$250.00

Example of Large-Scale Improvements, but not limited to the following: Additions or Alterations that increase any heated floor space over 250 sq. feet, Decks that are over 250 sq. feet (Includes repair / replace / add / cover), Accessory structures over 250 sq. feet (Includes carports, garages, sheds, docks, covered docks, and boat or pool houses).

EXTENSIONS:

Residential or Commercial – NEW CONSTRUCTION: 90 days (maximum 2 extensions) -----\$50.00

Miscellaneous Repair or Improvement: 90 Days (maximum 2 extensions) ----- \$25.00

*** IF WORK HAS BEGUN PRIOR TO RECIEPT OF AN APPROVED PERMIT, ADDITIONAL FEES WILL BE ACCESSED. ***

NO REFUNDS

ACKNOWLEDGEMENTS

All new construction must match pre-existing construction in regard to color, materials, and aesthetic appeal.
See ACC POLICY AND PROCEDURE MANUAL

If any portion of improvement encroaches in the easement and the easement is ever needed at a later date for the purpose it is intended, the owner will be responsible for the removal of said improvement at the owner’s expense.

The Property Owner is reminded to check references and to verify that proper insurances and licenses are in effect to cover the project and/or injuries. The ACC will not be responsible for the workmanship, safety, quality, or conformity with contractual agreements. This matter is between the property owner and the contractor.

Declaration: In the even that any construction is begun or commenced prior to receiving the approval of the ACC, appropriate action can be taken with the Chancery Court to enjoin and stop further construction, under the general provisions of Article XV, Section 3 of the Declaration and Protective Covenants.

I certify that the above, together with attached plans and/or specifications, constitute a true description of the proposed project, and that the location on site will be in accordance herein. I have been given the opportunity to review the ACC’s Policy and Procedures and I understand the applicable standards stated therein for the permit that I am applying for.

Property Owner or Designated Representative’s Signature

Date

ACCEPTANCE: The ACC has reviewed this application, and the project is approved subject to the following:

Approved By:

Date of Approval