



ARCHITECTURAL CONTROL COMMITTEE REQUEST FORM

Date Submitted: _____ Subdivision: **Ox Bottom Manor**

Property Owner Information

Name: _____ Phone: _____

Address: _____ Zip Code: _____

Email Address: _____ Phase/Unit #: _____

Please check appropriate project(s) and description of materials & specifications:

Fence: _____

Pool: _____

Screened Porch: _____

Out Building: _____

Addition: _____

Deck: _____

Landscaping: _____

Other: _____

The approval process normally takes from 1 to 2 weeks, but not more than 30 days. Approval from the ACC should be received prior to any work commencing.

Requests can be faxed to 894-0799, or mailed to Post Office Box 15456, Tallahassee, Florida 32317, or emailed to oxbottommanor@live.com.

Comments: _____

Approved by: _____ **Date:** _____

Important Items to Remember:

- Please submit this completed form along with a site plan or survey with a drawing showing where the project will be located, in reference to the setbacks or property lines. Include the amount of each setback for the rear, front and sides of the property
- It is recommended that photos, drawings, proposals, or brochures of your proposed project be submitted with the request for clarification of the materials.
- Outbuildings must be site built. Pre fabricated outbuildings (sheds) are not allowed.
- For out buildings and additions exterior/siding materials must match the existing siding of the main structure in materials and colors.
- The roof should be of the same roofing materials as the main structure. (No vinyl, metal, etc roofs are allowed, the roof must match the existing home.
- The Roof pitch should be 7/12 minimum.
- Structure must be within the setbacks. For Example, a minimum of 40 feet from the front property line, 50 feet from the rear of the property, 15 feet from the side property line. Please check the covenants and restrictions as this can vary based on your phase.
- Garage openings cannot face the street.
- In order to prevent potentially costly rework, approval should be received from the ACC prior to work commencing.
- To expedite the review process it is recommended that you review all the covenants and restrictions to ensure your proposed addition meets the requirements. You can find the covenants and restrictions at: www.oxbottommanor.com