

Received: _____
Board: _____
Approval: _____
Homeowner: _____
Spreadsheet: _____



ARCHITECTURAL CONTROL COMMITTEE REQUEST FORM

Date Submitted: _____

Date Received: _____

Property Owner Information

Name: _____ Phone _____ (Home) _____ (Cell)

Address: _____ Zip Code: _____

Email Address: _____ Phase/Unit #: _____

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

Fence: _____

Pool: _____

Screened Porch: _____

Outbuilding: _____

Addition: _____

Deck: _____

Landscaping: _____

Other: _____

The approval process normally takes from 1 to 2 weeks, but not more than 60 days. Approval from the ACC should be received prior to any work commencing.

Requests can be mailed to Lewis Association Property Mgmt. C/o Ox Bottom Manor Community Association, 7113 Beech Ridge Trail, Suite 2 Tallahassee, FL 32312-5045, or emailed to lewis@lewispm.com

Comments: _____

Approved by:

1) _____ **Date:** _____

2) _____ **Date:** _____

3) _____ **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.
- Fences:
 - 1) Cannot exceed six feet.
 - 2) Cannot extend forward beyond the rear most corner of the house.
 - 3) Cannot have exposed stringers or other structural components visible from any adjoining lot (**the fence must be built "good side out"**).
 - 4) Cannot be constructed of chain link, welded wire, hog wire, field fence, or similar type of fencing material.
- Outbuildings and Additions:
 - 1) Must be site built. Pre fabricated outbuildings (sheds) are not allowed.
 - 2) Exterior/siding materials must match the existing siding of the main structure in materials and colors.
 - 3) 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.)
 - 4) The Roof pitch should be 7/12 minimum.
 - 5) 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.
 - 6) 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.