

Lofton Woods Association - Architectural Control Form

Submit this form **before making architectural changes** to any property that is bound by the Lofton Woods Covenants. These architectural changes include, but are not limited to: room additions, decks, sunrooms, porches, fences, etc.

Before completing this form, **please read the Lofton Woods Covenants**, to make sure that your project is not in violation of these covenants. Section 5 covers architectural control, and section 6, covers general construction. Any project that is in violation of the covenants will automatically be rejected. A copy of these covenants can be found in your Lofton Woods Directory or online at: www.loftonwoods.org/covenants.htm

Please submit this completed form **at least 30 days before** you plan to start construction. Submission of this form does not relieve you of your responsibility to obtain any permits that may be required from the city. Obtaining permits from the city does not relieve you of your responsibility to submit this form, nor does it insure that approval will be granted by the Architectural Control Committee. Approval of a project does not constitute a waiver of the right of the Lofton Woods Board, or any member homeowner, to enforce the covenants in the future as provided in Section 7.1.

Process:

You will be notified as to the official date that this form is received. The submitted information will be reviewed by the committee, and a recommendation will be given to the Lofton Woods Board. The Lofton Woods Board will return a written decision to you within 15 days.

This form:

Please write or attach the vital information about your planned project. This information may include floor plans, drawing of lot, measurements of changes, distance from property lines, photos, material listings, etc. If the committee does not feel that adequate information was presented for them to render a decision, they will request more information. Any request for more information will constitute a procedural denial of the project. Once the requested information is provided, the project will again be reopened and the request date will be reset to the date that the additional information was submitted.

How to submit:

All projects must be submitted in writing, and either mailed or hand-delivered to the Lofton Woods Architectural Control Committee Chairman. The Chairman's name and address can be found at: www.loftonwoods.org

Name: _____

Address: _____

Phone: _____ E-mail address: _____

Date: _____

Description of planned project: _____

For Architectural Control Committee use only

Received by: _____	Date: _____	<input type="checkbox"/> Approved
		<input type="checkbox"/> Disapproved