

TO: Architectural Control Committee (ACC)

DATE SUBMITTED: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT: **Proposed Improvement, Alteration, Addition, or Change to:**

Property Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**DESCRIPTION** of proposed improvement: (Attach a separate sheet of paper or use the back of this form if you need more room.)

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Attach the **plans and specifications** for the proposed improvement that must show:

1. Nature and shape of the proposal
2. Height, length, width and other dimensions
3. Materials to be used
4. Plantings, excavations or changes in grade if any
5. Other required information as noted in the Architectural Control Guidelines specific to terms and specifications

Category of Request:

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Fence     | <input type="checkbox"/> Swing Set                      |
| <input type="checkbox"/> Landscape | <input type="checkbox"/> Exterior Dwelling (i.e. paint) |
| <input type="checkbox"/> Structure | <input type="checkbox"/> Other type improvement _____   |

Prior to submitting my/our request, I/we the owner(s) have reviewed the Architectural Control Guidelines specific to the improvement to determine any obvious reasons for its rejection. I/we have not determined any obvious reasons for its rejection and are thus submitting our request for improvement, alteration, addition, or change, and I/we understand and agree that we are responsible for the costs and maintenance, repair, or replacement of all or any part of such improvement, alteration, or change. If approved, I/we understand and agree that the Daybreak Square Association will not be responsible for such maintenance, repair, replacement, or costs thereof.

The proposed improvement, alteration, addition, or change, if approved, shall be completed on or before:

\_\_\_\_\_

**The ACC will consider**

- each request to see if it complies with the Association’s Governing Documents which include the Alley or Non-Alley Lot Deeds, Restrictive Covenants, Architectural Control Guidelines, Bylaws, and any City Ordinances that may be applicable.
- each request in a timely manner as set forth in Article VI of the Restrictive Covenants. In the event the ACC fails to approve, modify or disapprove in writing an application within 60 days after the plans and specifications have been submitted to it, approval will not be required according to the Covenants. The applicant may appeal an adverse Architectural Control Committee decision to the Executive Board of the Daybreak Square Homeowners Association which may reverse or modify such decision by a two-thirds (2/3) vote of the Directors.

The foregoing application is submitted on \_\_\_\_\_, 20\_\_ by:

Owner's Signature \_\_\_\_\_

Owner's Signature \_\_\_\_\_

**REVIEW AND CONSIDERATION BY ARCHITECTURAL CONTROL COMMITTEE**  
**(Applicant should not write below above line)**

Date Request Received by ACC Committee: \_\_\_\_\_

Reviewed and considered by the Architectural Control Committee on \_\_\_\_\_, 20\_\_ with the following decision rendered:

- \_\_\_\_\_ Approved as submitted
- \_\_\_\_\_ Approved with conditions (see below for detail of conditions)
- \_\_\_\_\_ Denied – (See below Grid for Explanation of Denial)

Signatures and Date of Each Committee Member

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**Conditions:**

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**The request was denied based on the following stipulations in the Governing Documents:**

Governing Document and/or City Ordinance	Page#	Article/Section	Notes if Needed