

HOME/LOT IMPROVEMENT REQUEST

Terrace Deed Restrictions require approval from the Architectural Control Committee (ACC) and the Board of Trustees before new home construction or exterior modifications begin. Please provide enough detail for the ACC to confirm compliance and evaluate how the proposed work will fit the community's appearance. Return the completed form to the address above or contact a Board member.

PROPERTY OWNER INFORMATION

OWNER NAME: _____ PHONE: _____
PROPERTY ADDRESS: _____ EMAIL: _____
MAILING ADDRESS: _____

PROJECT DESCRIPTION

DESCRIBE THE CONSTRUCTION OR IMPROVEMENT *Be specific. Attach building plans, drawings, a sketch, or a photograph.*

LOCATION OF THE CONSTRUCTION OR IMPROVEMENT *Attach a plot plan or sketch showing the location on the property.*

CULVERT SIZE: _____ Minimum required culvert size: 15 inches

MATERIALS / TYPE OF WORK

☐ New Construction	☐ Fencing	☐ Lumber	☐ Storage Building	☐ Paint
☐ Brick	☐ Garage	☐ Electrical	☐ Concrete	☐ Other

Additional materials/details: _____

IMPORTANT CONSTRUCTION REQUIREMENT

Any residence building must be "dried in" within six months. "Dried in" means the exterior must appear complete, including all required windows, doors, roofing, paint, and trim.

PLANNED START DATE: _____ EXPECTED COMPLETION DATE: _____
OWNER SIGNATURE: _____ DATE: _____

Do not begin improvements until written approval is received. The ACC may take up to 45 days after receiving a complete application to issue a decision.

HOME/LOT IMPROVEMENT REQUEST - BOARD REVIEW

OFFICE AND COMMITTEE USE ONLY

APPLICATION TRACKING

ACCOUNT NUMBER: _____

DATE RECEIVED: _____

DATE SENT TO ACC: _____

DATE OF ACC DECISION: _____

DATE RETURNED TO OWNER: _____

RETURNED BY: _____

ACC COMMENTS AND DECISION

COMMENTS CONCERNING REQUEST _____

APPROVED WITH THE FOLLOWING RESTRICTIONS, IF ANY

DISAPPROVED FOR THE FOLLOWING REASONS

ACC AUTHORIZATION

ACC SIGNATURE: _____

DATE: _____

BOARD OF TRUSTEES REVIEW

OFFICE	YES	NO	SIGNATURE	DATE
President	☐	☐		
Vice President	☐	☐		
Treasurer	☐	☐		
Secretary	☐	☐		
Trustee	☐	☐		

Board/ACC additional notes: _____
