



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

ARCHITECTURAL CONTROL COMMITTEE REQUEST FORM

In order to prevent potentially costly rework, approval should be received from the ARC prior to work commencing.

Date Submitted: _____ Date Received: _____

Property Owner Information

Phase _____ Lot _____ Block _____

Name: _____ Address: _____ Zip Code: _____

Email: _____ Phone: _____

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

- Fence:** _____
- Pool:** _____
- Screened Porch:** _____
- Outbuilding:** _____
- Addition:** _____
- Deck:** _____
- Landscaping:** _____
- Other:** _____

Comments : _____

Acknowledgment of Adjacent Property Owners

This acknowledgment indicates an awareness of the intent and does not constitute nor indicate approval or disapproval.

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Nothing herein contained shall be construed to represent that alterations to land or building in accordance with these plans, shall not violate any of the protective covenants nor any of the provisions or Building or Zoning Codes, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any such restriction.

I understand and agree that no work on this request shall commence until written approval of the Architectural Control Committee has been received by me.

I understand that applications usually take no longer than 30 days for complete review and action once sufficient documentation has been provided.

A copy of this application shall be returned to me after action by the Architectural Control Committee.

I represent and warrant that the proposed changes requested herein conform to the appropriate Architectural Guidelines and that these changes shall be made in conformance with them.

I understand and agree that the work must be started within 45 days of approval and completed within 30 days of the commencement of the work.

OWNER'S SIGNATURE: _____ DATE: _____

A survey of the property must accompany any request that involves fences, sheds, any additions/alterations to the exterior of the home.

The approval process normally takes from 1 to 2 weeks, but not more than 30 days. Approval from the ARC should be received prior to any work commencing. ***Once construction is completed, please notify the ACC for an onsite inspection for final approval.***

Requests can be mailed to Fallschase HOA., c/o Lewis Association Property Mgmt., 7113 Beech Ridge Trail, Suite 2, Tallahassee, FL 32312, or emailed to lewis@lewispm.com.

Architectural Control Committee USE ONLY!

ARC ACTION:

DATE: _____

FALLSCHASE ACC GUIDELINES

Effective 6/6/23 there are two fence options that will now be allowed in Fallschase (See examples below)

- 6ft by 6ft White Vinyl Fence
- Black Aluminum Fence no higher than 6ft
- Fences must come within 1 ft of the property line in the rear and sides

You will need to **submit a copy of your survey with the fence marked at the proposed location** as well as any gates and state the material and example photo of the type of fence, it will then be reviewed by the ARC for approval.

- **Required are Lot, Block, Phase, Address, Site Plan with Drawn Location and stating any gates, Picture of Material**



Important Items to Remember:

- No Owner shall erect or maintain any building, fence, light post, mailbox, wall, or other structure, nor commence or make any exterior addition to or alteration of the shape, color or appearance of the exterior of existing improvements, nor make any material alteration, addition or deletion to the landscaping of any Lot, unless and until the plans and specifications showing the nature, kind, shape, height, materials, color, location and all other details shall have been submitted to and approved in writing by an Architectural Control Committee of the Board of Directors as to quality of materials, harmony of external design and color, and the location in relation to surrounding structures and topography. The Architectural Control Committee must also approve the site plan for each dwelling or improvement with respect to its proximity to dwellings or improvements of adjacent Lots and the effect it will have on the privacy of adjacent Lot Owners.
- 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.
- To expedite the review process it is recommended that you review all the covenants and restrictions to ensure your proposed addition meets the requirements.