



Architectural Control Committee

Request for Home & Lot improvements

You will need complete and sign this form. You will need to attach a picture or sketch of the work that is to be done, making sure the drawing/diagram is to scale on the plat map of your lot. Please be as detailed as possible on the plat map plans...the more information and detail the quicker we can get it to the review board. If you need any assistance, please don't hesitate to contact the HOA Board. **Incomplete forms cannot be reviewed and will be sent back to homeowner.**

Once we receive a completed form the Architectural Control Committee will review. Once a decision is made, the board will contact you.

Submit Completed Forms and Attachments via:

Mail: 24030 Spanish Oak Ave. Ponchatoula, LA 70454

Email: thehavenhoa@gmail.com

A SKETCH OF YOUR REQUEST MUST ACCOMPANY ALL REQUESTS REGARDLESS OF THE TYPE.

OWNER'S NAME: _____

ADDRESS: _____

LOT NUMBER: _____ **EMAIL ADDRESS:** _____

CONTACT NUMBER: (_____) - _____ **(CELL) (WORK)(HOME)**

Please indicate and fully describe the improvement(s) which you propose (check all that apply):

Structure Addition (attached)	Structure Addition (non-attached)	Fence or Wall	Landscape
Windows	Exterior Doors	Exterior Railings	Exterior Painting
Garage Door	Porch or Deck	Bulkhead	Pool/Spa
Mailbox	Satellite Dish	Awning	Patio/Driveway Additions
Hardscape (sidewalk, pathways)	Roof or Shingles	Gutter	Other

Is the lot where the work/improvement is being proposed run adjacent (or touch) any association common area(s), such as lakes, ponds, etc. ____ Yes ____ No.

If Yes, what side(s) of the lot run adjacent (or touch) any association common area(s):

Describe in detail the scope of this request to include specific dimensions. (Attach a drawing showing location of improvement(s) which you propose, backyard, side-yard, etc. Be specific, showing **to scale** the property line, building set back lines, easements, fences, sidewalks, patios, pools and neighboring lots and/or streets): _____

Please provide a description of materials and identify the specific colors you will use with manufacturer numbers, even if it is the same that exists now. Include specific measurements of materials. For Example: Fence Board: Slats 1" x 4" x 6'

If you are painting or staining, you MUST include paint/stain sample and brand/manufacturer. Please give particular consideration to the color of the brick when making your paint selection.

Brick Color: _____

Siding Color: _____

Shutter Color: _____

Front Door Color: _____

Trim Color: _____

Garage Door Color: _____

Shingle Type: _____

Shingle Color: _____

Other Material: _____

Who will work on this improvement? Homeowner _____ or Contractor _____

Name: _____ Phone: _____

Expected Start Date: ____ / ____ / ____ Expected Completion Date: ____ / ____ / ____

Acknowledgement

I (we), the applicant(s) herein, certify and represent as follows:

1. I (we) are the legal owner(s) of the above described property.
2. The work, if approved, will be done promptly and properly by appropriately licensed contractors if necessary.
3. I (we) accept and acknowledge that the responsibility for maintaining, up keeping, etc. of the improvement/change shall solely be mine (ours), successors, assigns and subsequent property owners.
4. All work and the consequences thereof are solely at our risk and expense. We understand and hold the association, or board of directors, harmless on account of any consequences resulting from this approval, if granted.
5. Certain changes may affect the site plan, final survey or Certificate of Occupancy at my (our) unit and the Consequences thereof are solely at my (our) risk.
6. No representation by the association, or board of directors, either expressed or implied, is assumed hereby.
7. I(we) will obtain all necessary permits from the parish, city, and/or state government office as required by law.

Encroachment On Servitudes Disclaimer

Construction within any servitude is done at the sole risk of the owner. It is your responsibility to determine if your proposed construction will in fact encroach upon a servitude (whether public or private) and whether you accept the potential of a public entity (or private owner) determining the construction needs to be moved at a later date. If it is determined that the construction creates an impediment to, or otherwise impacts, the public services as designed and shown on plans approved by any Parish/City/Public entity, or if it encroaches upon private land, then the construction must be remedied at the sole expense of the owner. Owner expressly acknowledges that neither the Developer, the HOA or any related entity or individual will be responsible for any damage or expense related to removal, repair or replacement.

I(we) have read and agree to all of the conditions listed above, and I(we) agree to abide by the decision of the architectural control committee

Print Name: _____

Signature: _____ Date: ____ / ____ / ____

For ACC use only

Date Received: ____ / ____ / ____ Receiving Member's Name: _____

Approved: _____ Denied: _____ Conditionally Approved: _____

ACC Signatures:

Signature: _____ Date: ____ / ____ / ____

Signature: _____ Date: ____ / ____ / ____

Signature: _____ Date: ____ / ____ / ____

Comments or contingencies from ACC:
