



The Woods of Preston POA – Architectural Approval Request

Property Owner Name: _____
Address: _____
Lot#: _____
Daytime Phone Number: _____
Email Address: _____
Date Submitted: _____

The Architectural Review Committee has 30 days to review your request. Written approval is required prior to starting any builds or improvement projects.

What type of modification are you making? Please select from list below.

New Home Construction

Utility Shed (no larger than 150 sq ft/on temporary foundation, must be located behind the main structure/house) No solid metal buildings are allowed.

Fence (not in front of property, max. height of 6ft, chain link & wire not allowed, must meet City ordinances)

Deck/Patio/Porch

Exterior Painting

Accessory Building (larger than 150 sq. ft/can't exceed 1500sq ft, must be on concrete pad, 25ft in height or less, constructed of same exterior material as main dwelling, must not be for residential purposes)

Pool

Other (please specify) _____

All requests require a detailed description of improvements/modifications being made to the property. We require the following information prior to consideration:

1. **Location on the property (please include a plat map showing the location)**
2. **Size**
3. **Color**
4. **Material**
5. **Contractor (if applicable)**
6. **Copy of property survey**
7. **Plans/Drawings/Photo or Brochure**
8. **Roof Design**
9. **Exterior Finish**
10. **Dimensions**
11. **Utilities**

The committee reserves the right to request additional information if clarification is needed. Please submit a separate request for each type of modification.

What is the estimated Start Date? _____

What is the estimated Completion Date? _____

Once approval is granted, the property owner has 60 days to complete the project, except for accessory buildings/new builds which have a completion timeframe of 12 months.

INSPECTION OF PROJECT: A member of the Board will contact you to schedule an inspection.
All modifications must match what was approved by the ACC & Board.

***Property owners are responsible for obtaining any/all City permits required for type of modification being requested.**

****Property owners are responsible for any drainage areas affected by any modifications completed.**

Please email this completed form and the required information listed above to Board@thewoodsofpreston.com