

**Architectural Control Committee (ACC)
REQUEST FOR IMPROVEMENT FORM
(The Woodlands NE Homeowners Association)**

Property Owners: _____ Day/Cell Phone: _____
 Property Address: _____ Evening Phone: _____
 City/State/Zip: _____ Email: _____

My request involves the following type of Improvement(s): (mark one)

- | | | | |
|--------------------------------------|--|--|--|
| <input type="checkbox"/> Painting | <input type="checkbox"/> Deck/Patio Slab | <input type="checkbox"/> Roofing | <input type="checkbox"/> Drive/Walk Modification |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Exterior Doors | <input type="checkbox"/> Room Addition | <input type="checkbox"/> Awning/Patio Cover |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Tree Cutting | <input type="checkbox"/> Other: _____ | |

Describe Improvement(s) for Exterior and Landscape Only (Attach supporting documentation and/or drawings as needed i.e. dimensions, colors, etc. Note: new construction may require additional plans):

Anticipated Start Date: _____ **Anticipated Completion Date:** _____

I understand that I must receive the written approval from the ACC in order to proceed. ACC approval does not constitute approval of the Richland County Building Department. All work must meet all applicable building codes and zoning requirements. I agree to obtain all necessary permits and/or licenses and pay any fees as may be required by governing entities and understand that failure to do so will result in a withdrawal of an approval.

I agree to complete the improvement(s) promptly after receiving approval, and to notify the ACC immediately of completion of work. I agree to comply with any request by the ACC to access the property or supply any additional information for the purposes of determining if the improvement(s) comply with the approved plan. The covenants (part of your property deed) and can be found at the county courthouse or at (www.woodlandsne.org) at any time during the process. Refusal to abide by any of the above shall result in withdrawal of an approval.

Failure to start or complete the improvement(s) within the time specified on the application shall result in withdrawal of approval unless an extension is requested and approved in writing. Please note that the ACC has up to 30 days to respond to your request. Submit 2 copies including any supporting documents and keep one copy for your records.

I have read and agree to the above.

Property Owner(s) Signature: _____ Date: _____

-----This Section to be Completed by ACC -----

Architectural Control Committee Action	
<input type="checkbox"/> Approved as submitted	Tracking Number: _____
<input type="checkbox"/> Approved subject to (See Comments)	Date Received: _____
<input type="checkbox"/> Disapproved (See Comments)	Date Responded: _____

COMMENTS: _____

ACC Member Signatures:

_____	Date: _____
_____	Date: _____

Submit this completed form and any attachments to:

Woodlands NE ACC
301 Viking Drive
Columbia, SC 29229