**Highland Ridge Homes Association**

Architectural Control Committee (ACC)

**Approval Request Form**

Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, address, phone number and e-mail of Home Owner:

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What form of approval are you seeking? (i.e. fence, deck, basketball goal, landscaping change, etc.)

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When do you plan to begin your project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long do you anticipate it will take to complete your project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide a brief yet detailed description of your project. Include specifications such as location, color, size, materials used, style, etc. If requesting approval for a fence, deck, home addition or major landscaping project please include a plot plan of your home and draw in your proposed project with detailed measurements. If you are requesting approval for any large freestanding object to be placed on your property, please include pictures, a brochure or website for reference. Please note garden sheds are prohibited.

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Things to remember:

* The more precise your description, the faster it will be approved.
* Research any applicable Shawnee city construction codes and/or call 1-800-DIG-SAFE.
* Refer to the Declaration of Restrictions for Highland Ridge or the Estates before you place your submission. These are available at [highlandridgehoa.com](http://highlandridgehoa.com/faqs.htm)
* The review of each approval request must be completed by the ACC within 30 working days. Every effort will be made to expedite reviews, but please allow adequate time for review.
* Written denial or approval will be delivered to you once a decision is made.
* Resubmission of a revised project plan is always welcome.
* We are protecting the overall appearance and aesthetics of your neighborhood.

Approval request: GRANTED DENIED Date: \_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for denial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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