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**ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FORM**

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Please complete and return this form with the necessary attachments to:

**Sylvan Lakes Sylvania Home Owners Association**  
Architectural Control Committee (ACC)  
7730 Hickory Grove  
Sylvania, OH 43560

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

Street address where improvements are to be made:

\_\_\_\_\_

Owner's name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Improvement/Change Proposed (including but not limited to):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Basketball Hoop              | <input type="checkbox"/> In-ground Pool            | <input type="checkbox"/> Shutters                |
| <input type="checkbox"/> Deck                         | <input type="checkbox"/> Landscaping               | <input type="checkbox"/> Siding                  |
| <input type="checkbox"/> Fence – split rail/landscape | <input type="checkbox"/> Mailbox – structure/paint | <input type="checkbox"/> Storage Building/Shed   |
| <input type="checkbox"/> Flag Pole – free standing    | <input type="checkbox"/> Patio                     | <input type="checkbox"/> Storm Door – front/back |
| <input type="checkbox"/> Gazebo                       | <input type="checkbox"/> Patio Cover               | <input type="checkbox"/> Swing Set               |
| <input type="checkbox"/> Gutters                      | <input type="checkbox"/> Play/Sporting Equipment   | <input type="checkbox"/> Windows                 |
| <input type="checkbox"/> Hot Tub                      | <input type="checkbox"/> Satellite Dish            | <input type="checkbox"/> Other                   |

Briefly describe the improvement(s) which you propose: \_\_\_\_\_

\_\_\_\_\_

Who will be doing the actual work on this improvement? \_\_\_\_\_

\_\_\_\_\_

Estimated project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**INSTRUCTIONS**

1. Review and follow all deed restrictions and applicable guidelines. Contact the ACC if you need assistance completing this form or have any questions at 419-377-3103 or e-mail at [SylvanLakesACC@gmail.com](mailto:SylvanLakesACC@gmail.com). Visit our website <http://sylvanlakes.webs.com> if you need copies of the guidelines or deed restrictions.
2. On a **copy of your lot survey** (available on ARIES) indicate the location of the proposed structure (including the distance from all property lines), dimensions (height, width, etc.).

3. If you are proposing a room addition or structural change to the residence, include a copy of the elevation and side view. The elevation should show the location of windows and doors.
4. Describe the building materials to be used (i.e. paint, siding, roofing, brick, foundations, etc.)
5. **Attach small samples** of roof shingles or exterior siding. **Paint samples must be provided** along with manufacturer's name.
6. Include with this request any other information (photographs, sales literature, catalog pages, etc.) that may assist the committee in its evaluation.
7. Incomplete forms will be returned via mail to owner for necessary items to complete and resubmit form for evaluation.

**CERTIFICATION**

I certify that I understand and agree to the following terms:

1. The Architectural Control Committee has a maximum of THIRTY (30) DAYS from the date of the receipt to review this form.
2. I will receive a written response from the Architectural Control Committee and agree not to begin proposed projects until a written response is received.
3. No approval of plans and specifications and no publication or designation of architectural standards by the Architectural Control Committee or by the Trustees shall ever be construed as representing or implying that such plans, specifications, or standards will result in a properly designed structure or satisfy any legal requirements.
4. I am responsible for obtaining all city requirements, restrictions, and approvals.
5. No action or failure to act by the Architectural Control Committee or by the Trustees regarding the construction of any improvements within the subdivision shall constitute a waiver or estoppel with respect to future action by the Architectural Control Committee or the Trustees. Specifically, the approval of any such residential construction shall not be deemed a waiver of any right or an estoppel to withhold approval or consent for any similar residential construction or any similar proposals, plans, specifications, or other material submitted with respect to any other residential construction by such person or otherwise.
6. I agree to keep all improvements on this lot in good repair.

\_\_\_\_\_  
Property owner's signature

\_\_\_\_\_  
Date

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(PLEASE DO NOT WRITE BELOW THIS LINE)

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Postmark Date \_\_\_\_\_

Approved

Denied

BY: \_\_\_\_\_  
(Authorized Member of the Architectural Control Committee)

\_\_\_\_\_  
Date

Comments from the Architectural Control Committee:

\_\_\_\_\_

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