



# Towne Lake

## REQUEST FOR DESIGN APPROVAL

(PLEASE PRINT)

Owner Name:		Date:
Property Address:		
Mailing Address (if different):		
Home Phone:	Work Phone:	

On the reverse side of this form, please describe the proposed changes or additions to your property. Include a drawing of your property plat and indicate the exact location of proposed change or addition, distance to property lines from proposed change or addition, dimensions of property, and relevant surrounding features. Also, this request should include the following information: style, dimension, and materials, color of the proposed change or addition, and the proposed construction time schedule. Request for repainting must include a color sample. Should the Committee require additional information; your request will be deferred until additional information is received.

### Notes:

1. You must submit your request in writing along with copy of estimates or designs to the ARC. Mail request to P.O. Box 241234 and allow at least one week for the ARC to complete the review. If a homeowner decides to complete the work prior to receiving the ARC approval, a \$50.00 charge will be added to their annual statement for this violation. Regular and routine maintenance such as roof replacement, painting of the exterior of the home, and replacement of existing driveways no longer carries a \$50.00 fee. However, an ARC letter for the aforementioned items affecting the present exterior of the home will still be required.
2. Requests from an owner with delinquent dues accounts will be denied on basis of the account delinquency. Once the account is in current status the Architectural Review Committee will promptly review and act on the request.
3. The owner understands and agrees that no work in this request shall commence until written approval from the Architectural Review Committee is received.
4. Once approved, construction must be done in such a way that it does not unreasonably interfere with neighboring properties.
5. Applicant has responsibility for removal, in a timely manner, of any debris resulting from construction. Note that the city WILL NOT pick up construction debris. It will need to be removed by the homeowner or contractor.
6. Construction must meet all zoning, building codes, and laws of the county; for further information regarding zoning, call Planning Controls at 241-2722 and for construction specification (building permits) call 241-2072. Further, nothing herein contained shall be

Return via mail to: P.O. Box 241234, Montgomery, AL 36124  
 via e-mail to: [arc@townelakemontgomery.com](mailto:arc@townelakemontgomery.com)  
 or deliver to: the ARC Board member designated on our website – [www.townelakemontgomery.com/board.htm](http://www.townelakemontgomery.com/board.htm)

constructed as a waiver or modification of any such code or law.

- 7. Where applicable, utility easements are to be marked before excavation is started. This service is provided **free of charge** by Alabama Utility and **is required** to provide for your safety when putting up a fence, a new driveway, or just landscaping. For location of underground telephone, cable TV, electric, gas, water and sewer lines, call the AL line location center at (800) 292-8525 at least 48 hours, and no earlier than 2.5 weeks, before you dig. Please note there is a **fine** if underground cables are severed.
- 8. Misrepresentation of any items in this request, either oral or written, may void any approval by this committee.

I have read the Architectural Review Committee guidelines. This proposed change or addition meets the requirements and standards specified in these guidelines.

Owner Signature:

Date:

**TYPE OF ADDITION:**

	Fence		Carport
	House Addition		Garage
	Patio Cover		Sunroom
	Other (List or Describe)		

Proposed changes or additions:

**Enclose sketch with following information:** style, dimensions, materials, color, and proposed construction time schedule. (Repainting must include color sample, and re-roofing must include shingle sample)