

**ACC GENERAL APPLICATION FORM AND INSTRUCTIONS**  
**APPLICATION FOR CHANGE**

ALL CONSTRUCTION CHANGES OR ALTERATIONS TO THE EXTERIOR OF ANY RESIDENCE WITHIN THE TRAILS HOMEOWNERS ASSOCIATION MUST CONFORM TO THE TRAILS COVENANTS AND RESTRICTIONS AND THE TRAILS ARCHITECTURAL CONTROL COMMITTEE (ACC) POLICY AND PROCEDURES AS AMENDED 9 JUNE 1994. **NO CHANGE MAY TAKE PLACE UNTIL THE COMMITTEE HAS GRANTED APPROVAL.** THE PROPERTY OWNER WILL BE RESPONSIBLE FOR ALL COSTS OF REPAIR OR DAMAGE TO PROPERTY OWNED BY THE ASSOCIATION. IT IS ALSO THE RESPONSIBILITY OF THE PROPERTY OWNER TO READ AND COMPLY WITH THE TRAILS COVENANTS AND RESTRICTIONS.

Name \_\_\_\_\_ Email: \_\_\_\_\_ Trails Lot \_\_\_\_\_

Address \_\_\_\_\_ Tel.No.(H) \_\_\_\_\_ Tel.No.(C) \_\_\_\_\_

**PROPOSED ALTERATION**

**Present Exterior Color**

**(Sample must be submitted)**

**Proposed Color Change**

Primary \_\_\_\_\_

Trim \_\_\_\_\_

Shutters \_\_\_\_\_

Doors \_\_\_\_\_

Garage Doors \_\_\_\_\_

Roof Shingles \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SURVEY/SITE PLAN IS REQUIRED FOR THE FOLLOWING**

**(With recorded dimensions)**

FENCE: Style \_\_\_\_\_ Color \_\_\_\_\_ Material \_\_\_\_\_

POOL: Size \_\_\_\_\_ Enclosure Color \_\_\_\_\_ Material \_\_\_\_\_

(Mark location of pool machinery on site plan)

ROOM ADDITION: Size \_\_\_\_\_ Materials \_\_\_\_\_ Color \_\_\_\_\_ Roof \_\_\_\_\_

**(Blueprints must be supplied for the following)**

PORCH/PATIO/DECK: (with or without enclosure)

Size \_\_\_\_\_ Materials \_\_\_\_\_ Color \_\_\_\_\_ Roof \_\_\_\_\_

MISCELLANEOUS CHANGES: \_\_\_\_\_

**ALL APPLICATIONS MUST BE SUBMITTED IN DUPLICATE FORM**

A photograph of your house/property, emphasizing the area of change would be most helpful to the committee. Property owners in Multi-family associations must receive approval from their association before appearing before the Trails ACC. You should plan to attend the ACC meeting when your review comes before the committee. Applications that have committee approval are only valid for (6) months from approval. Extended time may be granted from the ACC if applicant requests same in writing, stating reasons and time frame. The original application, if approved, will remain in the Trails office. Approved copies will be returned to applicant. MFA's **must have** ACC Approval & an officer's signature of approval.

**Expected start date:** \_\_\_\_\_

**Expected completion date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of property owner**

**FOR MULTI-FAMILY USE**

Multi-family association name \_\_\_\_\_ MFA Approval Date: \_\_\_\_\_

MFA Signer(s) of Approval \_\_\_\_\_ Officers Signature: \_\_\_\_\_

**TRAILS ARCHITECTURAL CONTROL COMMITTEE LOT # \_\_\_\_\_ DATE APPROVED \_\_\_\_\_**

**APPROVED BY: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**

**APPROVAL VALID FOR 6 MONTHS**  
**EXPIRATION DATE: \_\_\_\_\_**