

Sylvan Lakes Sylvania Homeowners Association
ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FORM

Please complete and send this form with the necessary attachments to our property manager at:

Email:

propertymanagererin@gmail.com

Or Mail To:

ATTN: Erin Osstifin
RE/MAX Preferred Associates
1787 Indian Wood Circle, Suite A
Maumee, Ohio 43537

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):

- | | | |
|---|--|--|
| ☐ Basketball Hoop | ☐ In-ground Pool | ☐ Shutters |
| ☐ Deck | ☐ Landscaping | ☐ Siding |
| ☐ Fence – split rail/landscape | ☐ Mailbox – structure/paint | ☐ Storage Building/Shed |
| ☐ Flag Pole – free standing | ☐ Patio | ☐ Storm Door – front/back |
| ☐ Gazebo | ☐ Patio Cover | ☐ Swing Set |
| ☐ Gutters | ☐ Play/Sporting Equipment | ☐ Windows |
| ☐ Hot Tub | ☐ Satellite Dish | ☐ 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 our property manager, Erin Osstifin, if you need assistance completing this form or have any questions:
 - a. Phone: (419) 392-7931
 - b. Email: eosstifin@metrotolledohomes.com
2. Visit our website <http://www.sylvanlakeshome.com/> if you need copies of the guidelines or deed restrictions.
3. Indicate the location of the proposed structure (including the distance from all property lines), dimensions (height, width, etc.) on a **copy of your lot survey** (available on ARIES).
4. 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.
5. Describe the building materials to be used (i.e. paint, siding, roofing, brick, foundations, etc.).
6. **Submit samples** of roof shingles, exterior siding or paint (include manufacturers name and product name and/or color).
7. Include any other relevant information (photographs, sales literature, catalog pages, etc.) that may assist the committee in its evaluation.
8. Incomplete forms will be returned 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 or emailed 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

(PLEASE DO NOT WRITE BELOW THIS LINE)

Date Received: _____

☐ Approved

☐ Denied

BY: _____
(Authorized Member of the Architectural Control Committee)

Date

Comments from the Architectural Control Committee:
