

ST. CHARLES COMMUNITY ASSOCIATION ARCHITECTURAL CHANGE REQUEST FORM

Submit to:

St. Charles Community Association
P.O. Box 21664
Little Rock, AR 72221-1664
Phone: 501-224-1083 Email: stcharleslr@hotmail.com

Date Submitted: _____
Lot # _____
Submitted via: _____

INSTRUCTIONS FOR SUBMISSION:

- 1. Complete the application entirely and submit (by email or mail). Partially submitted applications will not be processed.**
- 2. You will then receive email confirmation of receipt and processing of your application.**
- 3. If you do not receive an email confirmation of receipt of your application, please contact the SCCA at 501-224-1083 or stcharleslr@hotmail.com.**
- 4. An unacknowledged application means that it was not received and is not being processed,**

The ACC is granted thirty (30) days from receipt of complete Architectural Change Request Form to review and respond. Incomplete submissions will not be processed.

Lot #/Homeowner Name: _____

Address: _____

Mailing Address (if different from above): _____

Email Address: _____

Phone Number(s): _____

This submission is for final approval of: _____

Description (materials/colors/photos): _____

Please attach:

- **A copy of your property plat or survey (with improvements indicated) that includes a drawing of the exterior work requested for approval**
- **Copy(s) of all applicable City of Little Rock permits**

Expected Start Date/Completion Date: _____

I (we) certify that I (we) agree not to make any changes in exterior plans and colors submitted or to make any exterior additions without written permission from the ACC.

Owner: _____

Date: _____

Architectural Control Committee:

Approved: _____ Date: _____ Submission Received: _____

Denied: _____ Date: _____ Submission Method: _____