

**INVERNESS MASTER HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE (ACC)
INFORMATION FORM**

DATE RECEIVED: _____

NAME OF ASSOCIATION: _____

APPLICANT: _____ PHONE #: _____

ADDRESS: _____

SUBDIVISION: _____ LOT #: _____

SUBMITTED BY: _____ PHONE #: _____

ADDRESS: _____

CHECK APROPRIATE BOX: CALL TO PICKUP: () FAX: ()

CHECK APPROPRIATE BOX: MAIL REVIEW TO: APPLICANT: () SUBMITTOR: ()

MAIL TO DIFFERENT ADDRESS: _____

E-MAIL ADDRESS: _____

MUST HAVE THE FOLLOWING INFORMATION TO PROCESS SUBMITTAL

EXTERIOR COLORS AND MATERIALS -- MUST HAVE COLOR CHART OR SAMPLES WITH MANUFACTURER NAME AND NUMBER.

FENCE --MUST HAVE SURVEY WITH FENCE DRAWN ON SURVEY IN DARK LINE WITH GATES INDICATED, MATERIALS, HEIGHT AND STYLE **OR** IF SIMPLY REPLACING OLD FENCE WITH NEW FENCE OF EXACT SAME MATERIALS IN SAME COLOR AND DIMENSION PLEASE MAKE NOTE.

LANDSCAPING -- MUST HAVE A COPY OF PLAT PLAN/DRAWING, LANDSCAPING PLANS TO SCALE WITH TYPE AND SIZE OF PLANTS/TREES.

BUILDING ADDITIONS -- MUST HAVE A COPY OF SURVEY, BUILDING PERMIT, BUILDING PLANS TO SCALE, ELEVATIONS, DIMENSIONS AND MATERIALS LIST.

COMMENTS AND/OR ADDITIONAL INFORMATION:

APPROVED BY: _____ DATE: _____

PLEASE ALLOW AT LEAST ONE TO TWO WEEKS FOR PROCESSING

Exterior Colors and Materials

Contractor/Homeowner: _____ Phone: _____

Subdivision/Lot: _____

Community: _____

Designer: _____ Date: _____

Exterior Colors: Please complete the form and include paint chips/samples

Roof: _____

Brick: _____

Mortar: _____

Mortar Joint Type: _____

Siding: _____

Trim: _____

Shutters: _____

Entrance Door: _____

Window and Door Casing Trim: _____

Gutters: _____

Other Exterior Trim: _____

Notes:

Approved by: _____ Date: _____

What is required for ALL Residential Architectural Reviews

Please allow at least one to two weeks for processing.
IMHA is here to help answer any questions you may have.

New Homes or Additions: Copy of building plans to scale, site plan, elevations, building permit and landscaping plan. Exterior materials color chart of any/all supplies that are to be used. This includes brick, mortar, paint, stone, roofing, etc.

Fences: copy of survey with proposed fence indicated in a dark or dotted line, indicate gates, height, style and materials. Submitted photographs must be clearly marked indicating interior or exterior of fence.

Decks: copy of survey with proposed deck indicated; with dimensions, materials, colors, how roof will tie into home (if covered), back and side elevations.

Patios: copy of survey with proposed patio indicated; with dimensions, thickness of concrete, and how it will be finished.

Screened Porch: copy of survey with proposed porch indicated; with dimensions, materials, colors, how roof will tie into home, back and side elevations.

Sunrooms: copy of survey with proposed sunroom indicated; with dimensions, materials, colors, how roof will tie into home, back and side elevations, and detailed information on windows and doors to be installed.

Landscaping: Copy of landscaping plans to scale with the changes, type of plants/trees to be used and size of plant/tree. Ex: 4-inch container/ 1" – 1 ½" caliper tree. Include copy of survey indicating area/areas to be planted, existing landscaping or any existing condition that pertains to proposed work.

Removal of trees: copy of the survey or detailed location showing the trees/tree to be removed and reason. Trees need to be marked.

Play sets, swings, trampolines, pergolas, awnings, storage buildings, landscape borders, etc. copy of survey with the proposed location indicated. Include all details such as materials, dimensions, style, colors, and if property is fenced. Picture of item would also be preferred.

Swimming Pools: copy of survey with pool indicated along with dimensions, any special features, location of pool equipment and existing or proposed fence.

Paint/Stain request: samples with manufacturer name and number are required. Specify what is to be painted/stained. Ex: body, trim, shutters or door.

Siding Replacements/Additions: sample, color, spec sheet and area where siding will be installed.

Retaining walls: copy of survey to scale with wall indicated in a dark or bold line. Include details such as type of materials, colors and all dimensions.

Driveways/walkways: copy of survey to scale showing any changes/addition, with dimensions, thickness and how it will be finished.

Door or Window Installation/Replacement: picture or specs with locations, dimensions, materials, and color of trim.

Lighting, Lawn or Home Ornaments, any changes to the house or property: picture with details, dimensions, colors, location, etc.

Satellite Dishes: include location of dish and letter from installer for location (if seen from road).

Please direct questions to the Director of your subdivision by visiting Invernesshomeowners.org for contact information.

Email completed form to April Herrick at aherrick@mckaymanagement.com or

OR

Mail this information to: Inverness Master Homeowner Association c/o Associa McKay Management, at 5 Riverchase Ridge, Birmingham, AL 35244