

**LAKE CREST HOMEOWNERS ASSOCIATION  
REQUEST FOR ARCHITECTURAL APPROVAL**

This REQUEST form (page 1 and 2) is to be completed by the homeowner and submitted to the Architectural Review Committee for review and possible approval. NO WORK IS TO START PRIOR TO WRITTEN APPROVAL BY THE ARC. Please refer to the Lake Crest Declarations of Covenants, Conditions and Restrictions and to the Lake Crest Rules and Regulations (found at [www.lakecresthoa.com](http://www.lakecresthoa.com)) for your guidelines. A copy of the property's survey must accompany this application indicating where the alterations and/or additions will be located outside. The committee will email you a response to your request within 30 days from the time all required documentation is received.

HOMEOWNERS NAME: \_\_\_\_\_  
HOMEOWNERS ADDRESS: \_\_\_\_\_  
PHONE #'S \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE OF SUBMISSION: \_\_\_\_\_

**TYPE OF MODIFICATION:**

\_\_\_\_\_ ADDITION \_\_\_\_\_ FENCE \_\_\_\_\_ EXTERIOR PAINTING \_\_\_\_\_ DECK/PATIO  
\_\_\_\_\_ PORCH \_\_\_\_\_ STRUCTURAL IMPROVEMENTS \_\_\_\_\_ ROOF \_\_\_\_\_ OTHER  
Plans \_\_\_\_\_ City Permit # \_\_\_\_\_

Other- (plat, map, photo or sketch) \_\_\_\_\_

IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS/MODIFCATIONS, INCLUDING THE FOLLOWING INFORMATION, IF APPLICABLE, AS WELL AS A PLAN SHOWING LOCATION OF MODIFICATIONS:

- |  |   |
|--|---|
| 1. LOCATION  | 7. PLANS/DRAWINGS/PHOTO/BROCHURE/   |
| 2. COLOR   | 8. ROOF DESIGN  |
| 3. SIZE  | 9. EXTERIOR FINISH  |
| 4. MATERIAL  | 10. DIMENSIONS  |
| 5. CONTRACTOR  | 11. UTILITIES   |
| 6. COPY OF PROPERTY, PLAT MAP, WITH<br>Proposed changes/ Additions shown | 12. TYPES OF PLANTS, QUANTITIES, ADDITION<br>OR REMOVAL, EXISTING OR NEW PLANT<br>BED, EDGE TREATMENT |

WHAT IS YOUR ESTIMATED START DATE? \_\_\_\_\_  
WHAT IS YOUR ESTIMATED COMPLETION DATE? \_\_\_\_\_

**GENERAL PROVISIONS**

\*\*\*\*NOTE: HOMEOWNER IS RESPONSIBLE TO ASSURE ALL MUNICIPAL APPROVALS ARE RECEIVED AND THAT ALL MUNICIPAL AND HOA COVENANTS & RESTRICTIONS ARE ADHERED TO. UPON APPROVAL OF THIS APPLICATION, THE SCOPE OF WORK MUST BE PERFORMED EXACTLY AS SUBMITTED. IF ANY CHANGES ARE MADE, THEY MUST BE RESUBMITTED AND APPROVED.

IF THE APPROVED SCOPE OF WORK IS NOT IN COMPLIANCE TO THE "LAKE CREST COVENANTS" AND "RULES AND REGULATIONS" (WHICH CAN BE FOUND ON THE LAKE CREST HOA WEBSITE [www.lakecresthoa.com](http://www.lakecresthoa.com)) THE HOA HAS THE RIGHT TO HAVE THE WORK REMOVED PER THE COVENANTS.

AFTER ARC APPROVAL HAS BEEN SUBMITTED TO THE HOMEOWNER, THE REQUESTED WORK SHALL BE COMPLETED WITHIN THE FOLLOWING TIME FRAMES:

*MINOR REPAIRS/IMPROVEMENTS/MAINTENANCE – 60 DAYS*

*Examples include, but are not limited to, exterior painting, window replacement, roof replacement, fence installation, landscaping.*

*MAJOR REPAIRS/IMPROVEMENTS/MAINTENANCE – 6 MONTHS*

*Examples include, but are not limited to, room addition, major landscaping project.*

*NEW HOME CONSTRUCTION – 1 YEAR*

APPLICANTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE SUBMIT YOUR REQUEST TO:

LAKE CREST HOMEOWNERS ARC

581 LAKE CREST DRIVE

HOOVER, AL 35226

OR EMAIL TO: [lchoa@bellsouth.net](mailto:lchoa@bellsouth.net)

To Be Completed By the ARC/Board of Directors

Received: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Disposition:

Approved  Approved with Conditions: \_\_\_\_\_

Please Provide the Following Additional Information: \_\_\_\_\_

\_\_\_\_\_  
Remarks: \_\_\_\_\_

Not Approved