

KNIGHTS BRIDGE
IMPROVEMENT REQUEST FORM

In accordance with the recorded covenants, conditions and restrictions of the association, and to protect each individual owner's rights and values, it is required that any owner who is considering exterior modification of their deeded property submit the following to the Architectural Control Committee prior to initiating work on the planned improvements:

- ☐ A completed Improvement Request Form **(ONE EXTERIOR MODIFICATION PER REQUEST FORM, multiple modifications submitted on one form will be rejected).**
- ☐ Complete and detailed building plans, material listing and any specifications.
- ☐ A property site/survey plans showing the location of the proposed improvement.

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS ABOVE) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from their property.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name: _____

Property Address: _____

Phone Number: _____

Email Address: _____

BRIEFLY DESCRIBE THE IMPROVEMENT THAT YOU PROPOSE:

LOCATION OF IMPROVEMENT (CHECK ACTUAL AREAS THAT APPLY):

- | | |
|---|--|
| <input type="radio"/> Front of dwelling _____ | <input type="radio"/> Back of dwelling _____ |
| <input type="radio"/> Side of dwelling _____ | <input type="radio"/> Roof of dwelling _____ |
| <input type="radio"/> Garage _____ | <input type="radio"/> Patio _____ |
| <input type="radio"/> Other (Describe) _____ | |

MATERIAL TO BE USED FOR THE IMPROVEMENT (CHECK APPLICABLE ITEMS):

- | | |
|---|---|
| <input type="radio"/> Brick (Color) _____ | <input type="radio"/> Cement/Stucco _____ |
| <input type="radio"/> Wood (Type/Color) _____ | <input type="radio"/> Electric _____ |
| <input type="radio"/> Paint (Color) _____ | <input type="radio"/> Stain _____ |
| <input type="radio"/> Other (Explain) _____ | <input type="radio"/> Glass _____ |

ADDITIONAL INFORMATION FOR THE IMPROVEMENT:

Applicable deed restrictions read? YES / NO

Will this project require fence removal? YES / NO

Will this project be visible from the street? YES / NO

Building permit applied for? YES / NO / NOT APPLICABLE

Consent is required from any adjacent properties that will be most affected and/or have a view of your proposed change. Should one of your neighbors disapprove, please indicate with the reason for their disapproval noted. Their signatures indicate an awareness of your intent and do not constitute or indicate approval or disapproval by the committee.

(Neighbor's Signature/Address/Phone Number)

(Neighbor's Signature/Address/Phone Number)

(Neighbor's Signature/Address/Phone Number)

(Neighbor's Signature/Address/Phone Number)

☐ I agree not to begin the property improvement without written approval from the Architectural Control Committee and the Board of Directors.

☐ I understand that all construction must meet City and County code requirements, and that the Architectural Control Committee approvals do not override the City or County codes, but rather are intended to work with them.

Owner's Printed Name	Signature	Date
----------------------	-----------	------

Owner's Printed Name	Signature	Date
----------------------	-----------	------

Construction Start Date	Estimated Completion Date
-------------------------	---------------------------

Once this form is completed, please upload it and any attachments to www.townsq.io by clicking the **Architectural Review** tab on the left side of the main screen and selecting the **Submit Project** button.

(Below is for ACC Committee Use Only)

ACC Decision: **APPROVED** / **APPROVED WITH CONDITIONS** / **DENIED** / **DENIED FOR MORE INFORMATION**

ACC Chairperson or Representative: _____

Rationale:
