



# Architectural Control Committee Approval Form

Deerfield Trace Homes Association

P.O. Box 860197 | Shawnee, KS 66286-0197 | dfthoa@gmail.com

## Instructions

The By-Laws and Restrictions for the Deerfield Trace Homes Association specify that certain improvements must be approved in writing by the Architectural Control Committee before construction begins. Please complete and submit this form with any necessary planning diagrams and other required documents for your proposed improvement. If you have more than one project, submit a separate form for each project.

**Important! No Work Shall Commence Before Obtaining Architectural Control Committee Signatures!**

### How To Submit This Form:

- Fill out this form in Adobe Reader<sup>1</sup> or Adobe Acrobat and email it to dfthoa@gmail.com along with any necessary plans and documents.
  - Or, fill out and print this form in Adobe Reader or Adobe Acrobat and mail it to the Deerfield Trace Homes Association at the address above. Please include any necessary plans and documents.
1. Requires Adobe Reader 6.0 or greater or Adobe Acrobat 5.0 or greater. Adobe Reader is free and can be downloaded at www.adobe.com.

Today's Date (MM/DD/YYYY): \_\_\_\_\_ Forecast Start Date after approval (MM/DD/YYYY): \_\_\_\_\_ Forecast Completion Date (MM/DD/YYYY): \_\_\_\_\_

Homeowner's Name \_\_\_\_\_ Homeowner's Signature \_\_\_\_\_

Address of Property \_\_\_\_\_

Home Phone \_\_\_\_\_ WorkPhone \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Project Being Submitted: *(Please check appropriate boxes)*

**Note:** The projects identified with an asterisk require a planning diagram. (See Planning Diagram Details section below)

- |   |  |  |  |   |
|---|--|--|--|---|
| <input type="checkbox"/> Deck*            | <input type="checkbox"/> Gazebo*                   | <input type="checkbox"/> Patios*       | <input type="checkbox"/> Room Additions* | <input type="checkbox"/> Wall(s)*           |
| <input type="checkbox"/> Door Replacement | <input type="checkbox"/> Landscaping* <sup>2</sup> | <input type="checkbox"/> Play sets*    | <input type="checkbox"/> Spa & Equip*    | <input type="checkbox"/> Window Replacement |
| <input type="checkbox"/> Fence(s)*        | <input type="checkbox"/> Painting <sup>3</sup>     | <input type="checkbox"/> Pool & Equip* | <input type="checkbox"/> Tree House*     |   |
- Other *(Please Specify)*: \_\_\_\_\_

2. It is only necessary to submit this form for any landscaping project that might impact the neighboring properties

3. Please fill out the painting section below.

## Painting

Describe the colors you will use *(Please include manufacturer and color code number)*: \_\_\_\_\_

## Planning Diagram Details *(Please include the following details in the diagram)*

- Type of materials to be used.
- Type of wood surfaces.
- Color scheme *(Describe the colors you will use in as much detail as possible)*.

## Other Required Documents *(Please include the following documents when you submit this form)*

- Copy of City of Shawnee building permits *(if applicable)*.
- Impacted Neighbor Statement *(if applicable)*.

**Note:** Owner may also need to acquire approval from the City of Shawnee for permission to encroach within city easement.

## Do Not Write Below This Line *(Architectural Control Committee Use Only)*

The Architectural Control Committee has determined that the above approval sought is:

Approved  Disapproved as submitted

Proposed improvements will meet the Architectural Control Committee Guidelines if the following changes to the proposed construction, alteration or additions are made: \_\_\_\_\_

## Architectural Committee Approval

Architecture Committee Member Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_