



**LOCHSHIRE HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE  
REQUEST FOR DESIGN APPROVAL**

May 2013

*Please print clearly. This form MUST be used for all new home construction, and any structural or non-structural changes to existing homes.*

New Home or  
Structural                                            Non-Structural  
Change to                      Change                     

Date of Request: \_\_\_\_\_

to Existing Home: Existing Home:

*Please Check One of the Above*

Owner/Builder Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**For NEW HOMES or STRUCTURAL CHANGES TO EXISTING HOMES ONLY:**

The contractor or homeowner will submit designs of the intended residence or modifications to the Lochshire Architectural Control Committee (ACC) as early as possible. The submittals must include:

- a. Basic site layout with dimensions and size of all buildings.
- b. Floor plans and two (2) elevations.
- c. General list of proposed materials on residence.
- d. Check for \$100.00, payable to the Lochshire HOA.

For final approval, the ACC must receive finished plans before building construction commences.

Plans that need modifications will be returned and will need to be resubmitted before final approval is granted.

**For MODIFICATIONS TO EXISTING HOMES (NON-STRUCTURAL) ONLY:**

The contractor or homeowner will complete the Request for Design Approval Form and submit designs or details of the intended modifications to their residence to the ACC as early as possible. No fee is required for non-structural modifications to existing homes.

**Please allow at least one week** for Architectural Control Committee approval for all requests. When the plans are approved, the Architectural Control Committee will furnish a written statement approving the plans. Should the Committee require additional information; your request will be deferred until additional information is received.

Mail this form, check, and documents to: Lochshire

HOA  
Attn: Partners Realty  
12 West Jefferson Street  
Suite 200  
Montgomery, Alabama 36104

or email to [hoa@partnersrealty.info](mailto:hoa@partnersrealty.info)

Or deliver to: the ACC Committee Chair designated on our website – [www.lochshirehoa.com](http://www.lochshirehoa.com)

**Notes:**

1. Requests from an owner/builder with delinquent dues accounts will be denied on basis of the account delinquency. Once the account is in current status the Architectural Control Committee will promptly review and act on the request.
2. The owner/builder understands and agrees that no work in this request shall commence until written approval from the Architectural Control Committee is received.
3. Once approved, construction must be done in such a way that it does not unreasonably interfere with neighboring properties.
4. Applicant has responsibility for removal, in a timely manner, of any debris resulting from construction. Note that the city WILL NOT pick up construction debris. It will need to be removed by the homeowner or contractor.
5. Construction must meet all zoning, building codes, and laws of the county; for further information regarding zoning, call Planning Controls at 241-2722 and for construction specification (building permits) call 241-2072. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.
6. Where applicable, utility easements are to be marked before excavation is started. This service is provided **free of charge** by Alabama Utility and **is required** to provide for your safety when putting up a fence, a new driveway, or just landscaping. For location of underground telephone, cable TV, electric, gas, water and sewer lines, call the AL line location center at (800) 292-8525 at least 48 hours, and no earlier than 2.5 weeks, before you dig. Please note there is a **fine** if underground cables are severed.
7. Misrepresentation of any items in this request, either oral or written, may void any approval by this committee.

I have read the Architectural Control Committee Guidelines. This proposed design meets the requirements and standards specified in these guidelines.

Owner/Builder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Builder Printed Name: \_\_\_\_\_

