

ACC APPLICATION SUBMISSION 'HINTS & TIPS':

*Submit > 1 month in advance of your need. To ensure quick acceptance & processing of your application, please keep these items in mind:

- Forms: Use the most current Churton Grove ACC Guidelines and ACC Application form. Applications submitted on older forms will be rejected. Copies of the current forms and Guidelines are available from our management company or can be easily downloaded on our community website (http://churtongrove.org/churtongrove/document_category_list.asp).
- Before filling out the application: Familiarize yourself with the relevant ACC Guidelines for the proposed modification or improvement. The guidelines will provide you with an idea of what types of information should be included in the details section (e.g. Color choice, finishes, materials and exact locations often must be indicated on the application form).
- PLAT required: Many types of application requests require that a certified land survey (PLAT) of your property be included with your application. A formal survey is commonly ordered by the home buyer and/or seller before closing on a property. It shows the ACC where required setbacks, locations of easements, property lines and where any restricted areas such as buffer zones are located. If you do not have a formal survey, then you will need to obtain one before you can submit many types of application requests.
- PRINT clearly on the forms. Please include an email address to receive confirmation that your application has been accepted for review.
- One improvement per form: You are required to check off the improvement type on the first page of the application. Definitions of "improvements" can be found within the ACC Guidelines. Please pick one item per application. If submitting for unrelated projects (e.g. Deck & Play Equipment), then submit separate applications.
- Fence Requests: Are you submitting a request to put up a fence or fence panels for screening? Be sure and review ACC Section 2.03 and include a completed "Fence Questionnaire" form with your application.
- Setbacks: Almost everything that is placed or installed in your yard has setback requirements which must be met (e.g. fences, patio, sheds, play equipment, fire pits, walkways, trees). Be sure and show the distances from your property line(s) to the proposed improvement(s) on all drawings or state them in detail within your application.
- Email Submissions: If you are emailing your application in, then please be sure and submit the ACC application (a text document) in B&W Adobe PDF format. Do not photograph or scan it as a 24 bit color document (the file will be too large). If you need to include pictures, please scale them to be no larger than one page and save these as 8-bit color, B&W jpeg or PDF files only (.jpg / .pdf). They only need to be of a resolution high enough to be clear and easy to read when printed out. The Churton Grove email server can not accept files which are over 10 Megabytes in size so please do not include high definition images in the file.
- Mailing your Submission: The mailing address can be found on the application form.
- Questions: If you have ANY questions about the Guidelines or forms, please ask the ACC for assistance. Email the ACC at: ACC@Churtongrove.org .