

Instructions for completing the ACC Modification Request Form

The Basset Creek ACC requests that all required documentation be submitted at the time of the modification request.

1. Please PRINT legibly.
2. Give the complete homeowner name and address of the home for which the modifications are being requested. Please make note if the owner's mailing address is different from the home address where the modifications are being requested.
3. Complete the entire application, sign and date the form.
4. This architectural request must be accompanied by the following documents if it relates to your request, exterior paint changes require four (4) paint chip samples of the color you wish to use (**painting does not require the Plot plan or elevation documents**):
 - 1). Plot plan (official survey of lot) –Please show the improvement (**i.e. deck, fence, landscaping, parking pad, garden, addition, etc.**) and its relationship/distance to property lines, easements, open space, drainage ditches, neighboring homes, etc.
 - 2.) Elevation – or “head on” view, as would be seen in a photograph. The elevation drawing should show height, width, distance above finished grade and details of the proposed request. Be specific in order to expedite the architectural review process.
 - 3.) Photographs or brochure pictures should be submitted along with this request when available. (**i.e. picture of play set, storm door, style of fence or shed**)
6. It is recommended that homeowners check with the County Building Inspections Department to obtain necessary permits and building code information.
7. Submit the all documents to:

**Home River Group c/o Basset Creek HOA
12906 Tampa Oaks Blvd, Ste. 100
Temple Terrace, FL 33637**

E-mail: bassetcreek@homeriver.com

**ARCHITECTURAL REVIEW APPLICATION FORM
BASSET CREEK ESTATES HOMEOWNERS ASSOCIATION**

(Please fill in all items and supply all supporting data as requested)

Date: _____

Property Owner's Name: _____

Property Address: _____

Telephone: _____

E-mail: _____

Please Note: No project should be started until you receive written approval for your request from the Architectural Review Committee.

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Description of Improvement: _____

Materials to be used: _____

(Please attached color samples if necessary)

Estimated Start Date: _____ Days to Complete: _____

Please Note:

1. The Architectural Committee will handle the review of your plans as quickly as possible, but allow for thirty (30) days.
2. Please keep in mind: The Committee reviews plans and specifications as to style, exterior design, appearance and location and does not approve engineering design or compliance with zoning or building ordinances.
3. All improvements must commence and be completed within 90 days of the approval or approval will be revoked and you will be required to resubmit your request.

I agree to adhere to the Architectural Guidelines and Declaration of Protective Covenants of the Basset Creek Homeowners Association as it pertains to this submittal and to abide by the conditions imposed by the Architectural Committee. I declare the plans and specifications of existing conditions are true and correct. I further declare that I have fully disclosed to the Committee all improvements that may impact neighboring properties.

Owner Signature

Date

Submit to:

**Home River Group c/o Basset Creek HOA
12906 Tampa Oaks Blvd, Ste. 100
Temple Terrace, FL 33637**

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