

**ARCHITECTURAL CHANGE REQUEST (ACR) APPLICATION  
RENAISSANCE HOMEOWNERS ASSOCIATION**

Owner: \_\_\_\_\_ Co-Owner: \_\_\_\_\_

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

Owners Home Address (If Different) \_\_\_\_\_

City, State, Zip (If different from Huntsville, AL 35803) \_\_\_\_\_

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

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

DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION. Please outline in detail all proposed improvements, alterations or changes to your lot or home. Include color(s), size(s), specifications, materials, location and any other pertinent information needed by the ACC to make an informed decision. Please submit a sketch of the proposed alteration, as it will appear when completed. You will be notified in writing of the decision of the committee within thirty (30) days of receipt. By approving this request, the ACC is not assuming any responsibility for the safety, construction, operation, maintenance, accident, injury or claim that may arise from the change in the property. For major modifications or at the request of the ACC, you must submit a copy of the plot of your property with your request. Indicate on the plot exactly where the improvement will be located. Requesting approval for the following project (description):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Masonry Materials to be used: \_\_\_\_\_

List Wood Types to be used: \_\_\_\_\_

List Foundation of structure (i.e.; concrete footers, concrete slab, sand mix base etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Exterior finish, materials, paint /stain (mark "SAME" if no color change.): \_\_\_\_\_

Area to be painted: \_\_\_\_\_

(Include sketch if description is ambiguous)

**ATTACH DRAWINGS, PLANS, SKETCHES SHOWING DESIGN, LOCATION ON LOT, MATERIALS, DIMENSIONS AND ELEVATIONS. ANY CHANGE IN PROPERTY SET BACKS MUST BE CLEARLY DEFINED, AND A PAINT SAMPLE MUST BE ATTACHED IF THE COLOR IS GOING TO BE CHANGED.**

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Estimated Beginning Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

I understand that approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all local zoning ordinances. If approved by the Board of Directors or ACC, I agree to make the changes under the terms and conditions as specified in the letter of approval. All improvements must be on my property and within my property lines. If a portion of the Association's property or neighboring property is disturbed or damaged by either my contractor, or myself, then I agree to be responsible for and to restore the common elements to their original condition(s).

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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COMMITTEE USE ONLY: \_\_\_\_\_ Date Received: \_\_\_\_\_

Your request for the above change, addition or improvement has been:

\_\_\_\_\_ Approved without exception.

\_\_\_\_\_ Approved according to the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Disapproved: see below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject to the following terms & conditions: **Any change(s) to the original plan must be resubmitted to the ACC for approval.**

Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

ARCHITECTURAL CONTROL COMMITTEE (ACC)

**PLEASE RETURN COMPLETED FORM AND ATTACHMENTS TO: [acc@renaissancehoa.net](mailto:acc@renaissancehoa.net)**