

**ARCHITECTURAL CONTROL COMMITTEE  
APPROVAL REQUEST  
TWIN LAKES HOME ASSOCIATION**

Owner(s) \_\_\_\_\_

Starting Date \_\_\_\_\_

Street Address \_\_\_\_\_

Completion Date \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone # \_\_\_\_\_

Type of Request (Check applicable box)

- Addition
- Deck or Porch
- Dog Pen
- Large Pool

- New Home
- Painting
- Re-Roofing
- Re-Siding

- Satellite Dish
- Topography
- Wall or Fence
- Other \_\_\_\_\_

Description of structure or change \_\_\_\_\_

Type of construction/materials \_\_\_\_\_

Attachments Required:

1. Plot Plan - Showing position of structure or change on the lot in relation to property lines. Show any existing structures.
2. Blueprints - Or drawing of the structure showing all dimensions, C or ¼ inch scale.

**Check Appropriate Box**

Have you contacted the City Building and Zoning Department to determine if the structure is in compliance with legal zoning and building regulations?  Yes  No

**Points to Consider**

Concrete driveways  
Standard setbacks from street  
Utility easement consideration  
**New homes must be landscaped within  
12 months from starting date**

Height restrictions  
No new propane tanks  
Association dues paid current  
No structure on common ground  
Replace/repair damaged sidewalks  
Clean up construction debris promptly

Please submit two copies of the Approval Request form and the required attachments early to avoid building delays.

Mail to: Twin Lakes Home Association, P.O. Box 8133, Springfield, Illinois 62791-8133.

Approval is valid for 12 months from the date approval is granted. A new "Approval Request" form is needed if construction does not begin within the 12-month period.

**All yards need to be graded, seeded/sodded, and landscaped no later than 12 months after the building permit has been issued or as soon as the home is occupied, whichever comes first.**

If any information is later found to be incorrect, misrepresented, or in conflict with the Covenants/Restrictions or if any pertinent information has been withheld, approval is automatically **VOID**. A new Approval Request form must be submitted. Enforcement, if necessary, will be through Local Regulatory Bodies and/or Civil Court Action. All expenses incurred are charged back to the owner(s) involved.

Owner's Signature \_\_\_\_\_

Approval Signature \_\_\_\_\_

Approval Granted  Yes  No

Date \_\_\_\_\_

Approval Signature \_\_\_\_\_

## TWIN LAKES HOME ASSOCIATION

Dear Twin Lakes Home Association Member:

In accordance with Article VII, Section 1 of the Easements, Covenants, Conditions and Restrictions, the Architectural Control Committee must approve any “. . . building, fence, wall or other structure . . . nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, exterior scheme, and location of the same shall have been submitted to and approved in writing . . . by the Architectural Committee . . .”

Please use the request form (on the reverse side) when Architectural Committee approval is needed. In accordance with the Covenants, the City will not issue a building permit unless approval is obtained. Architectural Committee approval does not mean automatic approval of a building permit. The structure must be in compliance with all Zoning and Building Regulations. It is always a good idea to contact the City Building and Zoning Department first to see if the structure would be in compliance with Zoning and Building Regulations.

If the structure is such that a City Building permit is not required, Architectural Committee approval is still mandatory. It is the personal responsibility of each member to comply with the Easements, Covenants, Conditions and Restrictions. If you are in doubt if approval is needed or if you are in doubt if a fellow member has obtained approval, please contact the Board of Directors.

Please be advised that approval is valid for 12 months. If construction/installation does not begin within 12 months from the approval granted date, approval is automatically **VOID**. A new Approval Request form is then needed. If a member had obtained approval for a structure from a previous Architectural Committee more than 12 months ago and has not begun construction, that approval is no longer valid and a new Approval Request form must be submitted.

Thank you,

Twin Lakes Home Association