

**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)

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> New Home | <input type="checkbox"/> Satellite Dish |
| <input type="checkbox"/> Deck or Porch | <input type="checkbox"/> Painting | <input type="checkbox"/> Topography |
| <input type="checkbox"/> Dog Pen | <input type="checkbox"/> Re-Roofing | <input type="checkbox"/> Wall or Fence |
| <input type="checkbox"/> Large Pool | <input type="checkbox"/> Re-Siding | <input type="checkbox"/> 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 1/4 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 ARCHITECTURAL CONTROL GUIDELINES

1. All dues are to be paid current.
2. All drives are to be concrete.
3. No new propane tanks.
4. No private structures on common ground.
5. All sidewalks and streets damaged during construction shall be repaired promptly.
6. All construction debris shall be cleaned up promptly.
7. New homes shall be landscaped within 12 months of the beginning of construction.
8. All front setbacks shall be 20 feet from the property line.
9. Side setbacks shall allow for 15 feet between opposing structures, except on corner or irregular shaped lots.
10. Adhere to all utility easement requirements.
11. In all additions other than the 4th, attached garages are required.
12. In the 8th addition, homes shall have a minimum of 1,200 square feet for a single-story home. Multi-level homes in the 8th addition shall have a minimum of 800 square feet on the ground level.
13. In the 9th addition, and all subsequent additions, homes shall have an attached 2-car garage, with a minimum of 1,250 square feet for single story homes. Multi-level homes shall have a 2-car attached garage, with a minimum of 900 square feet on the ground floor and total living area of 1,450 square feet. The garage area shall not be included in the minimum for square footage.
14. All other rules and guidelines of the Covenants and PUD shall apply.

THE FOLLOWING REGARD THE 4TH ADDITION ONLY

1. Side setback on the 4th addition shall allow for 10 feet between structures except on irregular shaped lots.
2. Non-metallic storage buildings are allowed. These do require Architectural Control Approval before being constructed or placed upon any 4th addition lot.

These are an outline of rules and regulations already in effect by the Covenants and Planned Unit Development.

The 9th addition square footage minimum are by agreement with the developer, Bill Wiebking, at the February 1991 Board of Directors meeting.

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