Hidden Harbour Homeowners Association (HHHA)
Architectural Control Committee (ACC) Request Form

Owner Name: _____ Date: _____
Property Address: _____
Home Phone: _____ Cell Phone: _____
E-mail: _____

Instructions: On the reverse side of this form and/or on separate sheets of paper, please describe the proposed changes or additions that you are requesting. Include a copy of your property plat and the exact location of the proposed change or addition, distance to property lines from proposed change or addition, dimensions of property, and relevant surrounding features. The request must also contain a picture or description of the proposed style, dimensions, material colors, etc., and a proposed construction time table. Should the committee require additional information, your request will be deferred until the additional information is received. **Please note the following:**

1. The owner understands and agrees that no work in this request shall commence until written approval by the ACC, which may take up to 30 days and in some cases 45 days.

2. Once approved, construction must be completed within the approved construction time frame and must be done in a way that does not unreasonably interfere with neighboring properties.

3. Owner has the responsibility for removal, in a timely manner, of any debris resulting from construction.

4. Construction must meet all zoning requirements, building codes, and applicable laws. For further information regarding zoning/building permits please call 419-213-2990. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.

5. Where applicable, utility easements are to be marked before any excavation is started. This service is provided free of charge with at least 48 hours notice, by Ohio Utilities Protection Service at 1-800-362-2764. Owner will be responsible for the cost of repair required for any Hidden Harbour road, drainage, lighting, electrical, sprinkler or other underground cables, pipes or conduits that may be damaged or severed during construction.

6. Requests from an owner with delinquent Hidden Harbour Homeowner Association fees will be denied on the basis of the delinquency. Once the assessment account is current, the ACC will promptly review and act on the request.

7. All applications shall be submitted by e-mail to the Association Administrator at: propertymanagererin@gmail.com or by ordinary mail to: HHHA, c/o RE/MAX Preferred Associates, 1787 Indian Wood Circle, Suite A, Maumee, Ohio 43537

In signing below, I understand that misrepresentation of any items in this request, either oral or written, may void any approval by the ACC. Furthermore, I have read the recorded Declaration of Restrictions and propose that the requested change or addition meets the requirements and standards specified in the HHHA Restrictions.
Owner Signature: _____ Date: _____
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ACC Use Only: Dates: Received_____ Acknowledged _____ Reviewed: _____
Status: Date Approved _____ Date Rejected _____ Date Additional Info. Requested: _____
Comments: _____
_____
_____
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