

**INVERNESS MASTER HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE (ACC)  
INFORMATION FORM**

DATE RECEIVED: \_\_\_\_\_

NAME OF ASSOCIATION: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOT #: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHECK APROPRIATE BOX: CALL TO PICKUP: ( ) FAX: ( )

CHECK APPROPRIATE BOX: MAIL REVIEW TO: APPLICANT: ( ) SUBMITTOR: ( )

MAIL TO DIFFERENT ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**MUST HAVE THE FOLLOWING INFORMATION TO PROCESS SUBMITTAL**

**EXTERIOR COLORS AND MATERIALS** -- MUST HAVE COLOR CHART OR SAMPLES WITH MANUFACTURER NAME AND NUMBER.

**FENCE** --MUST HAVE SURVEY WITH FENCE DRAWN ON SURVEY IN DARK LINE WITH GATES INDICATED, MATERIALS, HEIGHT AND STYLE **OR** IF SIMPLY REPLACING OLD FENCE WITH NEW FENCE OF EXACT SAME MATERIALS IN SAME COLOR AND DIMENSION PLEASE MAKE NOTE.

**LANDSCAPING** -- MUST HAVE A COPY OF PLAT PLAN/DRAWING, LANDSCAPING PLANS TO SCALE WITH TYPE AND SIZE OF PLANTS/TREES.

**BUILDING ADDITIONS** -- MUST HAVE A COPY OF SURVEY, BUILDING PERMIT, BUILDING PLANS TO SCALE, ELEVATIONS, DIMENSIONS AND MATERIALS LIST.

COMMENTS AND/OR ADDITIONAL INFORMATION:

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

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE ALLOW AT LEAST ONE TO TWO WEEKS FOR PROCESSING

## Exterior Colors and Materials

Contractor/Homeowner: \_\_\_\_\_ Phone: \_\_\_\_\_

Subdivision/Lot: \_\_\_\_\_

Community: \_\_\_\_\_

Designer: \_\_\_\_\_ Date: \_\_\_\_\_

### Exterior Colors: Please complete the form and include paint chips/samples

Roof: \_\_\_\_\_

Brick: \_\_\_\_\_

Mortar: \_\_\_\_\_

Mortar Joint Type: \_\_\_\_\_

Siding: \_\_\_\_\_

Trim: \_\_\_\_\_

Shutters: \_\_\_\_\_

Entrance Door: \_\_\_\_\_

Window and Door Casing Trim: \_\_\_\_\_

Gutters: \_\_\_\_\_

Other Exterior Trim: \_\_\_\_\_

Notes:

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## What is required for ALL Residential Architectural Reviews

**Please allow at least one to two weeks for processing.**  
**IMHA is here to help answer any questions you may have.**

**New Homes or Additions:** Copy of building plans to scale, site plan, elevations, building permit and landscaping plan. Exterior materials color chart of any/all supplies that are to be used. This includes brick, mortar, paint, stone, roofing, etc.

**Fences:** copy of survey with proposed fence indicated in a dark or dotted line, indicate gates, height, style and materials. Submitted photographs must be clearly marked indicating interior or exterior of fence.

**Decks:** copy of survey with proposed deck indicated; with dimensions, materials, colors, how roof will tie into home (if covered), back and side elevations.

**Patios:** copy of survey with proposed patio indicated; with dimensions, thickness of concrete, and how it will be finished.

**Screened Porch:** copy of survey with proposed porch indicated; with dimensions, materials, colors, how roof will tie into home, back and side elevations.

**Sunrooms:** copy of survey with proposed sunroom indicated; with dimensions, materials, colors, how roof will tie into home, back and side elevations, and detailed information on windows and doors to be installed.

**Landscaping:** Copy of landscaping plans to scale with the changes, type of plants/trees to be used and size of plant/tree. Ex: 4-inch container/ 1" – 1 ½" caliper tree. Include copy of survey indicating area/areas to be planted, existing landscaping or any existing condition that pertains to proposed work.

**Removal of trees:** copy of the survey or detailed location showing the trees/tree to be removed and reason. Trees need to be marked.

**Play sets, swings, trampolines, pergolas, awnings, storage buildings, landscape borders, etc.** copy of survey with the proposed location indicated. Include all details such as materials, dimensions, style, colors, and if property is fenced. Picture of item would also be preferred.

**Swimming Pools:** copy of survey with pool indicated along with dimensions, any special features, location of pool equipment and existing or proposed fence.

**Paint/Stain request:** samples with manufacturer name and number are required. Specify what is to be painted/stained. Ex: body, trim, shutters or door.

**Siding Replacements/Additions:** sample, color, spec sheet and area where siding will be installed.

**Retaining walls:** copy of survey to scale with wall indicated in a dark or bold line. Include details such as type of materials, colors and all dimensions.

**Driveways/walkways:** copy of survey to scale showing any changes/addition, with dimensions, thickness and how it will be finished.

**Door or Window Installation/Replacement:** picture or specs with locations, dimensions, materials, and color of trim.

**Lighting, Lawn or Home Ornaments, any changes to the house or property:** picture with details, dimensions, colors, location, etc.

**Satellite Dishes:** include location of dish and letter from installer for location (if seen from road).

**[Please direct questions to the Director of your subdivision by visiting Invernesshomeowners.org](http://Invernesshomeowners.org)**  
**[for contact information.](mailto:kim@southernpmg.com)**

Email completed form to Kim Coe at [kim@southernpmg.com](mailto:kim@southernpmg.com) or Fax to 888-959-7237

**OR**

**Mail this information to:** Southern Property Management Group, ATTN: Kim Coe, 2100 Southbridge Parkway, Suite 650, Birmingham, AL 35209.