

Marigny Trace Property Owners Association

(HOA NAME REQUIRED)

Architectural Control Committee

Request for Home & Lot improvements

RETURN REQUEST FORM AND REQUIRED MATERIALS TO:

Marigny Trace Property Owners Association

ATTN: ACC

8733 Siegen Lane Suite 338

Baton Rouge, LA 70810

Fax: 877-709-9046

Email: info@pelicanam.com

A SKETCH OF YOUR REQUEST MUST ACCOMPANY ALL REQUESTS REGARDLESS OF THE TYPE.

OWNER'S NAME: _____

ADDRESS: _____

LOT NUMBER: _____ **EMAIL ADDRESS:** _____

CONTACT NUMBER: _____ **(CELL)** **(WORK)** **(HOME)**

Please indicate and fully describe the improvement(s) which you propose (check all that apply):

New construction:

Repairs / replacement of existing features:

Structure Addition (attached)

Windows

Garage Door

Mailbox

Hardscape (sidewalk, pathways)

Landscape

Other _____

Structure Addition (non attached)

Exterior Doors

Porch or Deck

Satellite Dish

Roof or Shingles

Exterior Painting

Fence or Wall

Exterior Railings

Bulkhead

Awning

Gutter

Pool or Spa

If you are painting or staining, you MUST include paint/stain sample and brand/manufacturer. Please give particular consideration to the color of the brick when making your paint selection.

Brick Color: _____ Siding Color: _____
Shutter Color: _____ Front Door Color: _____
Trim Color: _____ Garage Door Color: _____
Shingle Type: _____ Shingle Color: _____
Other Material: _____

Who will work on this improvement?

Homeowner Contractor Name: _____
Phone: _____

Expected Start Date: _____ Expected Completion Date: _____

A SKETCH OF YOUR REQUEST MUST ACCOMPANY ALL REQUESTS REGARDLESS OF THE TYPE.

- 1. Commencement and period of construction: Construction must commence as soon as practicable after, but in no event more than six (6) months after obtaining the approval of the MTACC, unless the committee grants an extension. Construction must be substantially completed within twelve (12) months from the commencement of work. All necessary building and related permits must be obtained prior to commencement of construction, and all construction must be performed in accordance with any regulations promulgated by the MTACC from time to time, and applicable building codes ' and in accordance with the plans and specifications submitted to and approved by the MTACC. Any change in plans and specifications during construction from those approved by the MTACC shall be resubmitted for specific approval.**
- 2. Please provide a picture of your finished project for our records.**

I (we), the applicant(s) herein, certify and represent as follows:

1. I (we) are the legal owner(s) of the above described property.
2. The work, if approved, will be done promptly and properly by appropriately licensed contractors if necessary.
3. I (we) accept and acknowledge that the responsibility for maintaining, upkeeping, etc. of the improvement/change shall solely be mine (ours), successors, assigns and subsequent property owners.
4. All work and the consequences thereof are solely at our risk and expense. We understand and hold the association, board of directors, and Pelican Management harmless on account of any consequences resulting from this approval, if granted.
5. Certain changes may affect the site plan, final survey or Certificate of Occupancy at my (our) unit and the Consequences thereof are solely at my (our) risk.
6. No representation by the association, board of directors, or Pelican Management, either expressed or implied, is assumed hereby.
7. I(we) will obtain all necessary permits from the parish, city, and/or state government office as required by law.

I(we) have read and agree to all of the conditions listed above, and I(we) agree to abide by the decision of the architectural control committee.

Signature: _____ **Date:** _____

For ACC use only

Date Received: _____ Receiving Member's Name: _____

Approved Denied Conditionally Approved

ACC Signatures:

_____ Date: _____

_____ Date: _____

_____ Date: _____

Comments or contingencies from ACC:
