Application to the Highland Village Architectural Control Committee
To Make Structural Change or Alteration to Property

1. Owner name:

2. Date of application:

3. Address of your property:

4. Change(s) you would like to make to your property:

5. Please provide the ACC members with the specifications of your changes. Please include the nature, kind, shape, height, materials to be used, color and locations of the improvements proposed to be built and/or installed.

6. Please attach a drawing or marked photos of your home with the requested improvement (s) clearly indicated. Please show dimensions, color, elevation if applicable, and include the placement of the improvement (s) on your lot in relation to your home. The drawing does not need to be professionally done, but should be accurate and as close to scale as possible, neatly done and readily understandable.

Timeline for decision: After this form is returned to the ACC chair, the committee has at least a week to view the submitted documents and visit the property in person. If there are no further questions or concerns for the property owner, the committee will vote on approving or disapproving the project at that time. If there are questions or concerns, the property owner will need to respond before the process moves forward. Timely response to these requests will keep the project moving forward. If there is no response to the committee within 30 days, the committee will consider the application removed. **You need to have approval from the HOA BEFORE you apply for your building permit (required for most decks).** Although the committee is happy to provide some guidance on your building project, it is the responsibility of the homeowner to make sure they are complying with the City of Madison codes.

*If the scope of your work includes an element shared with your neighbor (a fence for example) or will significantly change the appearance of your property, you will be asked to get permission from your neighbors (signed letter, email from the neighbors) before your request will be considered. Including this permission with your application will speed up the process.