

Received by: _____ Date: _____
(DC Member)

APPROVAL REQUEST FORM

Article XI, Section 2 of the CCRs states ***“It is the responsibility and purpose of the Design Committee to review and approve plans for site and architectural improvements based on the standard set forth in the Declaration.”***
Article XI, Section 5 further states ***“No exterior alterations of any unit may be permitted without prior approval of the Design Committee.”***

NOTE 1: Homeowner is responsible for accuracy of lot lines and meeting setback requirements for improvements.
NOTE 2: Building permits are required for DECKS, ENCLOSED ADDITIONS, SCREENED AREAS, & OUTBUILDINGS. Contact Franklin Codes Dept. at 794-7012.
NOTE 3: (a) An APPROVAL/REJECTION will be issued **within 10 days** of receipt of all required information.
(b) If proposed improvement is rejected, the reason and suggested changes will be given.

PROJECT SHOULD NOT BEGIN UNTIL APPROVAL IS RECEIVED.

SEND TO: Design@DallasDowns.org ***OR***
DELIVER TO: ANY MEMBER OF THE DESIGN COMMITTEE:

Chris Vernon, Chair	Chris Holt	Terri Jenkins	R.J. Pratt
2216 Winder Cir 599-4302	194 Cavalry 791-0527	112 Rigby Dr 790-2559	2220 Winder Cir 599-1584

Name of Homeowner Phone

Address Lot #

1. **CIRCLE TYPE OF IMPROVEMENT:** CUT TREE DECK FENCE
Exterior PAINT/STAIN CHANGE MAJOR LANDSCAPE CHANGES SATELLITE DISH
OUTBUILDING (must be brick) TRASH CONTAINER SCREEN PLAY EQUIPMENT/STRUCTURE
EXTERIOR SCULPTURE/FOUNTAIN DECORATIVE ITEM ON HOUSE POOL (in ground only)
SCREENED DECK/ROOM OTHER _____

2. **DESCRIBE PROPOSED IMPROVEMENT:** _____

3. **TYPE & COLOR OF MATERIALS TO BE USED:** _____

4. **ATTACH DRAWING SHOWING PROPOSED IMPROVEMENT INCLUDING RELATIONSHIP TO EXISTING STRUCTURES, LANDSCAPING AND LOT LINES:**

(If you have questions, or need assistance, contact a member of the Design Committee)

5. **COMPANY/INDIVIDUAL PERFORMING WORK:** _____

6. **REQUESTED BEGINNING DATE:** _____

7. **ESTIMATED COMPLETION DATE:** _____

