

**FRANKLIN TRACE PROPERTY OWNERS
HOMEOWNER REQUEST FOR CHANGE
(MAINTENANCE AND/OR IMPROVEMENTS)**

	NAME
	ADDRESS (NUMBER AND STREET)
	BEST PHONE NUMBER
	BEST EMAIL ADDRESS

BRIEF DESCRIPTION OF PROPOSED CHANGE (BE AS CLEAR AS POSSIBLE)

**ANY CHANGES OR MODIFICATIONS TO BASIC UTILITY SERVICES OR EXISTING
STRUCTURES TO ACCOMMOATE THE PROPOSED CHANGE?**

	YES	NO		YES	NO
ELECTRIC	<input type="checkbox"/>	<input type="checkbox"/>	EXTERIOR WALLS	<input type="checkbox"/>	<input type="checkbox"/>
TELEPHONE	<input type="checkbox"/>	<input type="checkbox"/>	PATIO FENCING	<input type="checkbox"/>	<input type="checkbox"/>
GAS	<input type="checkbox"/>	<input type="checkbox"/>	PATIO SLAB	<input type="checkbox"/>	<input type="checkbox"/>
WATER	<input type="checkbox"/>	<input type="checkbox"/>	SIDEWALKS	<input type="checkbox"/>	<input type="checkbox"/>
SEWAGE	<input type="checkbox"/>	<input type="checkbox"/>	PAVEMENT	<input type="checkbox"/>	<input type="checkbox"/>
CABLE	<input type="checkbox"/>	<input type="checkbox"/>			

OTHER

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LIST BELOW THE MAJOR CONSTRUCTION MATERIALS TO BE USED IN PROJECT. BE AS SPECIFIC AS POSSIBLE. IF PROJECT INVOLVES PROPERTY COLOR PICTURES, PROVIDE CURRENT AND PROPOSED FRONT ELEVATION PHOTO/RENDERING. INCLUDE IN YOUR SUBMISSION (ATTACH) PHOTOS AND RENDERINGS PROVIDED BY CONTRACTOR

IF ANY PART OF THE PROJECT EXTENDS BEYOND YOUR PROPERTY LINE, INCLUDE THE NAME, ADDRESS, AND CONTACT INFO OF THE AFFECTED HOMEOWNER

WILL ANY PART OF THE PROPOSED CHANGE EXTEND INTO ANY FT HOA COMMON AREA, UTILITY, DRAINAGE & UTILITY EASEMENT, LANDSCAPE PRESERVATION EASEMENT, OR POND ACCESS EASEMENT SHOWN ON THE PLOT OF YOUR PROPERTY?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

PROJECT SCHEDULE

WORK PERFORMED BY:

- ☐ HOMEOWNER
☐ CONTRACTOR
☐ BOTH

IF CONTRACTOR INVOLVED, PLEASE PROVIDE CONTACT INFO BELOW:

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KEY ITEMS TO INCLUDE WITH YOUR REQUEST

- ☐ BLUEPRINTS OR WORKING DRAWINGS INDICATING ALL DIMENSIONS AND ELEVATIONS
- ☐ IF AVAILABLE, PHOTOGRAPH OR DRAWING OF SIMILAR COMPLETED PROJECT
- ☐ COLOR SWATCHES/CHIPS OF THE PAINT(S) AND/OR STAIN(S) TO BE USED

NOTE: A PLOT PLAN (SURVEY OF LOT) INDICATING THE LOCATION AND DIMENSIONS OF THE PROPOSED CHANGE MUST BE INCLUDED FOR ANY ARCHITECTURAL CHANGE REQUEST. THIS REQUEST FORM WILL BE RETURNED TO YOU WITHOUT APPROVAL IF A PLOT PLAN IS NOT INCLUDED. THE ARCHITECTURAL CONTROL COMMITTEE (ACC) WILL RENDER A DECISION WITHIN 30 DAYS OF RECEIPT OF A COMPLETE AND ACCURATE SUBMISSION.

NOTE: ALL SUBMITTED MATERIALS SHALL REMAIN THE PROPERTY OF THE FTHOA ACC

***I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE FRANKLIN
TRACE DECLARATIONS OF RESTRICTIONS AND ARCHITECTURAL GUIDELINES***

HOMEOWNER SIGNATURE AND DATE

UPON COMPLETION, PROVIDE A .PDF OF YOUR FINAL SUBMISSION INCLUDING ALL DRAWINGS, RENDERINGS, AND PHOTOGRAPHS TO:

FRANKLIN TRACE
C/O KIRKPATRICK PROPERTY MANAGEMENT
400 CAMBY COURT
GREENWOOD, IN 46142

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COMMITTEE ACTION

- ☐ Approved as submitted
- ☐ Conditionally Approved (see comments)
- ☐ Denied (see comments)
- ☐ Deferred

Details:

Comments:

Signed:		Date:	
	FTHOA ACC REPRESENTATIVE		