



**ARCHITECTURAL CONTROL COMMITTEE (ACC) APPLICATION FOR  
EXTERIOR CHANGES OR ADDITIONS**

Name of Unit Owner \_\_\_\_\_

Unit Address \_\_\_\_\_ Telephone number \_\_\_\_\_

- 1.) **In order for the Architectural Control Committee to fully understand your submission, please submit a detailed report as to the exterior changes or additions you are requesting. It is essential to include all structural details as well as information such as plan drawings and/or complete descriptions of the changes. Please include dimensions and/or, specific product information that will be used, brochures, specific colors to be used, etc. as applicable, to describe change.**
- 2.) It is the responsibility of the homeowner and their contractor to obtain any building permits or any other areas requiring professional or technical advice or approval as required by the Local Code Authority. Additions are subject to approval for conformity with existing architectural and aesthetic conditions within the community only. In addition, if there are easements on the lot regarding utilities or civil agencies that any improvements may be subject to removal or alterations which is not the liability or responsibility of the Association. Liabilities when projects are constructed upon easements are the owner's responsibility.
- 3.) Applicant shall be solely responsible for any damages to adjoining property owners. If it is necessary to have materials delivered for the construction of the proposed addition/modification, it should be known that the community property belongs to The Villages, and therefore if any damage is incurred in the delivery of these materials, it is the responsibility of the homeowner to assume the cost of the repair.
- 4.) Homeowner understands that any approval that is given is solely for matters of architectural appearance and consistent with community standards. No approval is approval for engineering, structural soundness or safety. These matters are entirely the responsibility of the owner and owner agrees to indemnify and hold harmless the Association, the Architectural Control Committee and their respective agents, employees, officers and directors for any and all liability in connection with or related to any work done by owner.
- 5.) Please note that the Architectural Approval Committee and the Association has no liability or responsibility for any defects in the plans, specifications or other materials submitted to them and moreover holds no responsibility for defects in any work done on these projects.

ACKNOWLEDGED AND AGREED:

Applicant:

Date:

\_\_\_\_\_



**REQUEST FOR ARCHITECTURAL CONTROL COMMITTEE REVIEW AND APPROVAL**

**Unit Owner(s):** \_\_\_\_\_

**Unit Address:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Type of addition or change requested: (Specify location)**

**Structural** \_\_\_\_\_

**Other, specify** \_\_\_\_\_

\_\_\_\_\_

**Will proposed change be visible from any street or neighbor's vista? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If yes, please list unit numbers:** \_\_\_\_\_

- **Attach drawings, brochures, etc. as applicable, to describe changes in as much detail as possible. Describe changes, detailing nature, kind, height, materials, size, color, etc.:**

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

**All exterior structural changes must include written approval or objections from neighboring owners (beside, above, below or whatever is applicable) at the time application is submitted.**

\_\_\_\_\_  
**Signature of owner**

\_\_\_\_\_  
**Date**

**I have received and reviewed the application rules from the Architectural Control Committee. I will contact the ACC or Omni Management Services, Inc. if I have any questions regarding this application.**

OMNI Management Services, Inc  
One SunRidge Drive  
Champion, PA 15622  
Phone: 814-352-4716  
Fax: 814-352-3043  
Email: [rsentf@omni-property.com](mailto:rsentf@omni-property.com)