

# Two Rivers Subdivision Architectural Control Board

## Architectural Change Request and Reporting Form

Submitted by: \_\_\_\_\_ Street Address: \_\_\_\_\_

e-mail: \_\_\_\_\_ phone: \_\_\_\_\_

Please check the improvement you would like to make or the enforcement you would like to request. Beside each improvement is a list of numbers that corresponds with the required attachments necessary for ACB review. Please be sure to include all required information or the request will be returned causing a delay in the review process.

	Landscaping, Drainage, Grade (1)		Swimming pool (1,2,3,4)
	Garage (1,2,3,4)		Outdoor building/Shed (1,2,3,4)
	Parking (1)		Fence (1,2,3,4)
	Driveway (1)		Signs
	Nuisances		Building addition/modification (1,2,3,4)
	Security light post (1)		Other
	Mailbox (1,2,3,4)		

### Information and Attachments Required to Process Application

1. Plot Plan with improvements shown, drawn to scale including all dimensions of proposed improvement and distances to property lines.
2. Materials List (for landscaping requests, include lists of plants to be used with locations shown).
3. Indicate color(s).
4. Provide a picture, scaled drawing or manufacturers literature indicating overall size, i.e., length, width and height. (Top view looking down and a front/side view looking at improvement)

Detailed specifications and description of request: (attach additional sheets if necessary):

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Materials List: (attach additional sheets if necessary):

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### Office Use Only

Approved by ACB:

Board member's signature and date of approval


## Application Instructions

1. *Prior to any alteration, addition or improvement*, the property owner (not a contractor or other party) completes the application form and provides applicable information as requested on the application form. Reference should be made to the Architectural Control Standards for specific information needed for the proposed improvement, addition or alteration. All parts of the form shall be filled out and all pertinent information shall be included in the submittal. Incomplete applications shall be returned. The form may be requested by phone or by mail from a member of the Architectural Control Board or the form may be photocopied from this booklet.
2. The property owner sends the completed form, along with any attachments or supporting documents required by the Architectural Control Standards a member of the Architectural Control Board.
3. The Architectural Control Board will mark the date the application is received. The Chair of the Architectural Control Board will include the application on the agenda of the next meeting of the ACB, and schedule a meeting if necessary.
4. Complete applications received by the *First Day of the Month* will be considered and acted upon within 21 calendar days. Applications submitted without all necessary attachments and supporting documents or with insufficient information shall be deemed administratively denied and returned to the applicant with a request for the missing documentation. Any calculation of time concerning the processing of an application will not start to run until the application is complete.
5. Board members will review complete applications at the next Architectural Control Board meeting and approve or disapprove the application within twenty-one (21) calendar days from receipt of the application, and return the signed application to the applicant. The Architectural Control Board may: (a) determine that an application is incomplete and request additional information, (b) approve the application, (c) conditionally approve the application, stating the conditions in writing, or (d) deny the application, stating the reasons for the denial in writing.
6. Upon the Board's decision on an application, the Board will then forward a copy of the decision to the property owner. In the case of approval, the property owner can begin the project. In the case of an administrative denial for insufficient information, the information needed shall be listed on an appropriate form and provided to the homeowner. In the case of approval with conditions, the conditions shall be listed on an appropriate form and provided to the homeowner and the homeowner may begin the project as long as the stated conditions are satisfied. In the case of "Disapproval" the reasons and/or requirements will be noted on the application. A property owner who is not satisfied with the Board's decision on an application may submit another, different application (should the property owner want to resubmit another application, the twenty-one (21) day process starts again with each submittal).

**NOTE: Prior to beginning any construction project, always call *Diggers Hotline* to mark existing utility lines.**

### Architectural Control Board:

Ed Melchior 621 Two Rivers Dr Mukwonago, WI 53149		
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