

Creekview Landing Architectural Control Committee

Construction Plan Submission Process

How do I go about submitting my plans to the ACC?

All site or building construction, alterations or additions require approval in writing from the Architectural Control Committee (ACC) **prior** to any construction beginning.

A "Build Request Application" must be completely filled out, and all required documentation and data (as indicated in the application) must be attached. You should then deliver your application and documents to a member of the ACC currently residing in the neighborhood. Please see the Creekview Landing Website for current members of the ACC.

Property Owners must receive ACC Approval BEFORE any construction or lot preparation work begins. *Please note, After receiving ACC Build Request Approval, you will be required to submit a "Form Survey" and have that specific document approved before you are allowed to perform an actual "Pour". This allows the ACC to review the actual placement of your planned structures to ensure compliance with all setback and lot-line requirements. Please allow at least 48 hours for this specific approval during your construction process.*

Once your plans are received, the ACC will meet to conduct a preliminary review all the documentation and assign an ACC member as the lead for your home. That person will be your point of contact during the building process for all questions or issues that may arise. After preliminary review by the ACC, a meeting will be scheduled between you, the ACC and your Builder (if the builder is known). This meeting will allow all the parties involved the opportunity to discuss the overall process and attempt to answer any and all questions that may exist. This meeting is intended to be informal and gives all participants a forum to ask questions, and discuss standards.

Subsequent to the meeting, you will receive an email and/or hard copy letter - notifying you of the ACC decision & findings and what the next steps may be.

Please review and use the most up-to-date ACC documents, from our website and be sure you understand the required data that must be supplied with your application. Each of the following can be obtained from the Creekview Landing POA Website:

- ACC Introduction
- ACC Construction Plan Submission Process
- ACC Construction Deposit & Refund Process
- ACC Build Request Application
- ACC Build Request Application - "Addendum"