

**UNIVERSITY HEIGHTS/TOWNES HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE  
REVIEW REQUEST**

RETURN TO:  
**University Heights/Townes HOA  
ACC Review Request  
Post Office Box 472029  
Charlotte, North Carolina 28247  
FAX: (704) 889-9500**

Date Submitted: \_\_\_\_\_, 20\_\_

*(For office use only)*

Date Received: \_\_\_\_\_, 20\_\_

Date of Response: \_\_\_\_\_, 20\_\_

*THE ACC HAS UP TO 30 (THIRTY) DAYS TO REVIEW YOUR REQUEST AND INFORM YOU OF THE DECISION. PLAN ACCORDINGLY! IF YOU SHOULD START WITHOUT APPROVAL, LEGAL ACTION MAY BE TAKEN AGAINST YOU WITHOUT NOTICE.*

**GOAL:** It is the goal of this committee to ensure the continuity and harmony of the exterior design of University Heights/Townes so that properties are maintained to hold the highest assessed value for the community.

To ensure a quick and complete response to your request:

- Fully complete all requested information
- Attach additional information as required or as needed
- Certain improvements require a plot plan, scale drawing, and/or construction documents.
- Include Review Request and any additional forms needed for review.

Failure to include the required information will result in your request being automatically denied. It is recommended, but not required, that you notify your surrounding neighbors of your planned project.

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**Request submitted by:**

NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different from above): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

PROJECT : \_\_\_\_\_

(Submit related form(s))

ESTIMATED START DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ COMPLETION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

Approval by the Architectural Control Committee does not in any way guarantee approvals by the City of Charlotte, Mecklenburg County, or other such agencies, and all such approvals or permitting are the responsibility of the applicant.

Please be aware that underground utilities may run under your property and should be located by the homeowner prior to construction.

**DO NOT ASSUME THAT ALL PRIOR WORK HAS BEEN APPROVED BY THE ACC!!!**

***By submitting this request, I agree to perform the work described strictly in accordance with the approved plans and specifications.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GROUND COVER PARAMETERS**

- 1. Only Pine Needles and Shredded Mulch are permitted for ground cover.
- 2. The needles/mulch must cover the entire area around the plantings (shrubs/trees) in order to keep the moisture in and promote plant growth.
- 3. Pine Chips or Bark is NOT allowed. It is not biodegradable and does not help keep moisture around the plants.
- 4. Rock of any kind is NOT allowed. It is not biodegradable and does not help keep moisture around the plants.
- 5. If you are changing the color of your mulch, you must rake up all old mulch before putting down new mulch.
- 6. If you are putting a landscape border around the needles/mulch – you must complete a separate ARC form for that modification and must keep it in good condition.

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Signature

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Date