

**ST. CHARLES COMMUNITY ASSOCIATION ARCHITECTURAL CHANGE REQUEST FORM**

**Submit to:**

St. Charles Community Association  
P.O. Box 21664  
Little Rock, AR 72221-1664  
Phone: 501-224-1083      Email: [stcharleslr@hotmail.com](mailto:stcharleslr@hotmail.com)

Date Submitted: \_\_\_\_\_  
Lot # \_\_\_\_\_  
Submitted via: \_\_\_\_\_

**INSTRUCTIONS FOR SUBMISSION:**

- 1. Complete the application entirely and submit (by email or mail). Partially submitted applications will not be processed.**
- 2. You will then receive email confirmation of receipt and processing of your application.**
- 3. If you do not receive an email confirmation of receipt of your application, please contact the SCCA at 501-224-1083 or [stcharleslr@hotmail.com](mailto:stcharleslr@hotmail.com).**
- 4. An unacknowledged application means that it was not received and is not being processed,**

**The ACC is granted thirty (30) days from receipt of complete Architectural Change Request Form to review and respond. Incomplete submissions will not be processed.**

Lot #/Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

This submission is for final approval of: \_\_\_\_\_

Description (materials/colors/photos): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach:**

- **A copy of your property plat or survey (with improvements indicated) that includes a drawing of the exterior work requested for approval**
- **Copy(s) of all applicable City of Little Rock permits**

Expected Start Date/Completion Date: \_\_\_\_\_

I (we) certify that I (we) agree not to make any changes in exterior plans and colors submitted or to make any exterior additions without written permission from the ACC.

Owner: \_\_\_\_\_

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

\_\_\_\_\_

**Architectural Control Committee:**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Submission Received: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_ Submission Method: \_\_\_\_\_