

**OAK GROVE P.U.D HOMEOWNER'S ASSOCIATION, INC.**

2209 Collier Parkway, Suite 141, Land O' Lakes, FL 34639

Phone/Fax: (813) 448-3841    www.OakGroveHOA.com

**ARCHITECTURAL CONTROL COMMITTEE: ARCHITECTURAL  
REQUEST FORM**

Chairperson Email: ACC@OakGroveHOA.com

(ACC Meetings are the first Tuesday of the month)

**\*\*Please allow 10 days from the date of the meeting for response\*\***

**→ Please see Paint Request Form for all home painting projects.**

Request(s) may be emailed to the chairperson or mailed to the HOA mailing address above.

Name: \_\_\_\_\_

Oak Grove Address for request: \_\_\_\_\_

Phase Number & Lot Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Email address (if applicable): \_\_\_\_\_

Mailing address is different than above: \_\_\_\_\_

Detailed description of request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor's name: \_\_\_\_\_

Sub contractor's name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Information to be sent for requests:**

- Request form-completed (separate form for each request)
- 2 copies of lot survey (per deed restrictions) with outdoor requests drawn on (one) copy
- Copy of contractor's proposal(s)/quote (dollar amounts are not necessary-we need the information regarding supplies, etc., that are included on these forms) OR detailed list of all materials being used if you are performing the work yourself along with dimensions of all work
- Photos, drawings or sketches (may be on proposal/quote)

**Additional information for specific requests such as:**

- Photo or sample for brick pavers
- Color of fencing

**\*\*Please note that the above items will NOT be returned, so please give us a copy and keep your originals.**

**NO VERBAL REQUEST OR APPROVALS-it must be in writing and in your file to be acceptable. Letters of approval/denial are mailed within 10 days of the ACC monthly meeting, provided all required information is received. If we do not receive the required information, your request WILL BE RETURNED and you will need to RESUBMIT and wait for the next month's meeting.**