

Architectural Change Request (ACR) FAQ Sheet

Hart Consulting, Inc.

PO Box 2332 West Lafayette, IN 47996

Telephone & Text: 765-404-4765

Email: cheryl.hartconsulting@gmail.com

What is an ACR - Architectural Change Request?

An ACR is an official community form used to document and approve of any structural, cosmetic, or accessory changes that homeowners wish to complete or construct to their home or their lot.

Do I need an ACR?

The answer is most likely yes! Before you make any changes, improvements, or additions to your home or lot, you must first check with Hart Consulting and the Board of Directors to make sure that you complete an ACR form if required.

Who do I contact?

Please contact Hart Consulting at cheryl.hartconsulting@gmail.com or 765-404-4765 or any board member. Hart Consulting can provide the necessary form and answer any questions.

What are the requirements for a complete application?

The requirements for a complete application include the following:

- A detailed and fully filled out ACR form
- Pictures — samples, blueprints, and/or plans
- An official plot plan marked with the location, dimensions, and description of your change
- Any additional information requested by the Board of Directors or Hart Consulting.

Any structure, improvement, or change interfering with the utility or drainage easements on your property might require an Easement Waiver. Building, planting, or the like along an easement is a homeowner liability. If a utility or drainage company should need said easement for any reason they are allowed to deconstruct to proceed with their work, which the homeowner shall be responsible for and required to ensure their lot complies with the covenants at all times.

What kind of pictures, samples, or plans do I need?

You need pictures or renderings of the type of improvement, the current status of the structure, and a relevant picture of your home or location of the desired change. For fencing applications you will need pictures of the type of fencing you wish to install and pictures of the current fence if you have one. For painting, a current picture of your home and color swatch samples are needed. For installation of a pool, renderings and plans are needed. The more pictures and example, the better your chances for approval; at least one relevant picture, sample, rendering, blueprint, plan, etc. is required.

What type of siding, paint colors, fencing, sheds, windows, trees, etc. will be approved?

The types of allowed changes are recorded in the covenants for the community. A copy of the covenants can be provided via mail or email upon request. If there are no requirements specified in the covenants or ACR guidelines, it is entirely up to the board's or ACR review committee's discretion.

What is a plot plan & do I need one?

A plot plan is a landscaping diagram that shows buildings, property lines, utility easements, roads, etc. in relation to the entirety of your lot. Yes, you do need a copy of your official plot plan with the location, dimensions, and details of your desired change.

How do I obtain an official plot plan?

Your plot plan was included in your closing documents. The Tippecanoe County Assessors office and website have plot maps available for printing. Visit www.beacon.schneidercorp.com. Hand drawn plans will not be accepted.

Where do I submit my application?

Completed ACR forms can be submitted via email to Hart Consulting or the Board by using the Associations website. Please send all necessary forms and files as a PDF file or as images. If possible, compile all documents and pictures on to one PDF document.

What is the ACR Process?

The ACR process has three stages and requires your involvement throughout.

Request Stage	<ul style="list-style-type: none"> • Reach out to us if you want to make any improvements, changes, or additions to your home or property. We will let you know if an ACR is necessary. • If an ACR is necessary, we will send you the application form. • Return the application and all required materials to Hart Consulting or any Board member.
Processing Stage	<ul style="list-style-type: none"> • We will verify that you have all the necessary materials, and reach out if you do not. • Your application will then be forwarded to the ACR Review Committee.
Review Stage	<ul style="list-style-type: none"> • The committee will review your application and let Hart Consulting know if more information is needed for approval. We will reach out if this is the case. • The 30-60 day review window starts once the ACR Review Committee receives all documentation and information needed. • Within 30-60 days, the ACR Review Committee will either approve or deny your request.

Check your email often as that will be the main method of communication during this process. Once a final decision is made, you will be emailed and mailed a hard copy of the decision.

How long does each stage take?

The request stage can take up to two days for an initial response. The processing stage can take up to a couple weeks. Finally, the review stage can take between 30-60 days (per the governing documents) once the completed application with all requested information has been provided.

Can my application be expedited?

This is dependent upon your community’s Board of Directors. Generally, applications cannot be expedited, so please plan accordingly.

Who reviews the applications?

Your application is reviewed by homeowners within your community that have volunteered and been appointed to the Board of Directors or the Board’s ACR Review Committee.

What if my application gets denied?

There is no need to worry if your application gets denied. The ACR Review Committee will always supply stipulations as to why the request was not approved. You can reapply while properly incorporating the ACR Review Committee’s conditions into your new ACR form.