

**OLDE TOWNE OWNERS ASSOCIATION, INC.**

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**ARCHITECTURAL CONTROL COMMITTEE REQUEST FORM**

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**NOTE:** This form requires a signature and cannot be sent via email.

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

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

Property Address (Olde  
Towne Phase, e.g., I-VII): \_\_\_\_\_

Mailing Address,  
If different: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please describe the changes or additions for your property on this form. Attach additional sheets if necessary. Attach a copy of your property plat and indicate the exact location of the proposed change or addition, distance to property lines from proposed change or addition, dimensions of backyard property, and relevant surrounding features. Also, this request must sketch and describe the following information: style, materials dimensions, and color of proposed change or addition. Requests for painting or repainting must include a color sample.

Should the Architectural Control Committee require additional information, you will be notified and your request will be deferred until additional information is received.

**NOTES:**

1. Request from owners with delinquent assessment accounts will be denied on the basis of the account delinquency. Once the assessment account is in a current status, we will promptly review and act on these architectural requests.
2. Homeowner understands and agrees that no work in this request shall commence until written approval by the Architectural Control Committee is received.
3. Once approved, construction must be completed within six (6) months and must be done in a way that does not unreasonably interfere with neighboring homes.
4. Applicant has responsibility for his, or his contractor(s), ongoing removal of any debris resulting from construction/change described in this request.
5. All construction must meet all zoning, building codes and laws of Oklahoma County. For further information regarding zoning, call 405-297-3584 and for construction specifications (building permits) call 405-297-2547. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.
6. Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by OKIE and is required in order to provide for your safety.

Putting up a fence, a new driveway or just landscaping? For location of underground telephone, cable TV, electric, gas, water and sewer lines,  
**REMEMBER – 48 HOURS BEFORE YOU DIG...CALL OKIE at 1-(405) 840-5032.**  
**NOTE: You can be FINED if underground cables or conduits are severed.**

7. Misrepresentation of any items in this request, either oral or written, may void any approval by the Architectural Control Committee.

**PLEASE DESCRIBE CHANGE OR ADDITION BELOW.  
ATTACH ADDITIONAL SHEETS IF NEEDED.**

**I have read the Property Restrictions applicable to my home and this proposed change or addition meets the Property Restrictions.**

\_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date**

**We thank you for your cooperation and assure you that your request will be acted on as soon as possible. Written response will be forwarded to you.**