

Block \_\_\_\_\_  
Lot \_\_\_\_\_



### Architectural Control Committee Improvement Request Form

In accordance with the recorded Declaration of Covenants and Restrictions for Whispering Coves and in order to protect each individual owners' rights and property values, it is required that any owner who is considering improvement of their deeded property to include, but not be limited to, single-family dwelling, outbuilding, fence, in-ground pool, recreational equipment, or other structures of any kind, submit the following to the Architectural Control Committee prior to initiating work on the planned improvements:

- \_\_\_\_\_ (1) A completed Improvement Request Form.
- \_\_\_\_\_ (2) A completed set of detailed building, grading, and landscaping plans prepared by licensed design consultants or design/build contractors.
- \_\_\_\_\_ (3) A property plot plan showing the location of the proposed improvement(s) to include concrete foundation and driveway.
- \_\_\_\_\_ (4) Materials list, including manufacturer, model, color, style, etc. with 8 1/2" x 11" color photos of each material.

Any homeowner considering any exterior improvement to their property is urged to review the recorded Declaration of Covenants and Restrictions prior to initial request. The Declaration of Covenants and Restrictions are available at [www.whisperingcoves.com](http://www.whisperingcoves.com).

#### PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name \_\_\_\_\_  
Address \_\_\_\_\_  
Email Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell or Work Phone \_\_\_\_\_

#### BRIEFLY DESCRIBE THE IMPROVEMENT THAT YOU PROPOSE:

\_\_\_\_\_  
\_\_\_\_\_

**WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?** (Provide Company Name, Contact Person, Office Phone and Email Address):  
\_\_\_\_\_

#### TYPE OF AND/OR LOCATION OF IMPROVEMENT (Check all that apply):

\_\_\_\_\_ Single-family dwelling      \_\_\_\_\_ Front of dwelling      \_\_\_\_\_ Back of dwelling      \_\_\_\_\_ Fence  
\_\_\_\_\_ Roof of dwelling      \_\_\_\_\_ Outbuilding      \_\_\_\_\_ Side of dwelling      \_\_\_\_\_ Recreational equipment  
\_\_\_\_\_ In-ground pool      \_\_\_\_\_ Retaining wall      \_\_\_\_\_ Other (Describe) \_\_\_\_\_

**I understand that the Architectural Control Committee will act on this request within fifteen (15) business days of receipt of a complete submission and will contact me in writing via USPS or electronic mail regarding their decision. I agree to NOT begin property improvements without written approval from the Architectural Control Committee in accordance with the recorded Declaration of Covenants and Restrictions. I understand that all construction will meet all applicable Governmental Regulations, Building Codes and Local Municipal Ordinances and that the Architectural Control Committee approvals do not override any Governmental Regulations, Building Codes and Ordinances.**

_____	_____	_____
Owner's Printed Name	Signature	Date
_____	_____	_____
Co-Owner's Printed Name	Signature	Date

**Please return this completed form and attachments to:**  
Forward Development Group, LLC / 507 W Verona Avenue, Suite 200 / Verona, WI  
53593 or e-mail to Erik Hoogerland at [eoh@forwarddevgroup.com](mailto:eoh@forwarddevgroup.com)

Block \_\_\_\_\_  
Lot \_\_\_\_\_



### Architectural Control Committee Improvement Review Checklist

**NOTE: ALL PLANS TO BE PREPARED BY LICENSED DESIGN CONSULTANTS OR DESIGN / BUILD CONTRACTORS AND TO MEET THE REQUIREMENTS IN THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS.**

**THE ITEMS BELOW MEET THE REQUIREMENTS SET FORTH IN THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS**

\_\_\_\_ ACC IMPROVEMENT REQUEST FORM

\_\_\_\_ BUILDING PLANS *PER COVENANTS AND RESTRICTIONS SECTION 2.7*

\_\_\_\_ NO SIMILAR ELEVATION DESIGN SHALL BE ALLOWED TO REPEAT DIRECTLY ADJACANT TO EACH OTHER, DEFINED AS DIRECTLY TO THE LEFT, RIGHT, ACROSS THE STREET, AND KITTY-CORNER. *(PER SECTION 2.7 (b))*

\_\_\_\_ 40% BRICK, STONE, OR OTHER NATURAL SOLID MATERIALS AT FRONT ELEVATION ANY SIDE FACING THE RIGHT-OF-WAY *(PER SECTION 2.7 (c) (i), SECTION 2.7 (c) (ii), AND SECTION 2.7 (g) (ii))*

\_\_\_\_ ROOF PITCH OF 6/12 OR HIGHER *(PER SECTION 2.7 (e))*

\_\_\_\_ ROOF MATERIAL: ROOFS SHALL HAVE DIMENSIONAL ARCHITECTURAL SHINGLES. STANDARD 3-IN-1 SHINGLES ARE NOT PERMITTED *(PER SECTION 2.7 (f))*

\_\_\_\_ TRIM: CORNER BOARD, WINDOW AND DOOR TRIM ON ALL FACADES *(PER SECTION 2.7 (g) (i))*

\_\_\_\_ 10-INCH OR MORE FASCIA *(PER SECTION 2.7 (g) (iii))*

\_\_\_\_ TRIM AROUND EXTERIOR WINDOWS AND DOORS SHALL BE A MINIMUM OF 4 INCHES *(PER SECTION 2.7 (g) (iii))*

\_\_\_\_ TRIM ABOVE GARAGE DOORS AND ON CORNERS OF THE BUILDING SHALL BE A MINIMUM OF 6 INCHES *(PER SECTION 2.7 (g) (iii))*

\_\_\_\_ IF CHIMNEY CONSTRUCTED, TO BE ENCASED WITH SAME SIDING MATERIAL AND TRIM AS USED ON THE BUILDING *(PER SECTION 2.7 (h))*

\_\_\_\_ GUTTERS AND DOWNSPOUTS *(PER SECTION 2.7 (i))*

\_\_\_\_ FOUNDATION WALL EXPOSURE *(PER SECTION 2.7 (j))*

\_\_\_\_ WINDOWS *(PER SECTION 2.7 (k))*

\_\_\_\_ EXTERIOR DOORS AND GARAGE DOORS TO BE PANEL STYLE *(PER SECTION 2.7 (l))*

\_\_\_\_ EXTERIOR LIGHTING *(PER SECTION 2.7 (n))*

\_\_\_\_ 2-4 GARAGE STALLS *(PER SECTION 2.14)*

\_\_\_\_ CONSTRUCTION TO COMMENCE WITHIN 12 MONTHS OF LOT PURCHASE, CONSTRUCTION TO BE COMPLETE WITHIN 9 MONTHS OF CONSTRUCTION COMMENCEMENT *(PER SECTION 2.23)*

\_\_\_\_ MATERIALS SPECIFICATIONS AND ACCOMPANYING COLOR PHOTOS *(PER SECTION 2.7 (c) AND SECTION 2.7 (d))*

\_\_\_\_ ALL MATERIALS ON ELEVATIONS TO BE LABELED, INCLUDING SIDING, TRIM, FASCIA, ETC. *(PER SECTION 2.2 (iii))*

\_\_\_\_ PROPERTY PLOT PLAN *(PER SECTION 2.8)*

\_\_\_\_ GRADING PLAN, INCLUDING ALL RETAINING WALLS AS NECESSARY AND LIST OF MATERIALS TO BE USED *(PER SECTION 2.11)*

\_\_\_\_ FENCING REQUIREMENTS *(PER SECTION 2.25)*

\_\_\_\_ LANDSCAPE ARCHITECTURE PLAN OR MODIFIED EXHIBIT E *(PER SECTION 2.32)*

Block \_\_\_\_\_  
 Lot \_\_\_\_\_



**Architectural Control Committee Improvement Review Checklist Continued**

- \_\_\_\_\_ LANDSCAPING TO BE INSTALLED WITHIN 180 DAYS OF CONSTRUCTION COMPLETION, WEATHER PERMITTING *(PER SECTION 2.23)*
- \_\_\_\_\_ LANDSCAPING PLANTS TO BE INSTALLED WITHIN 45 DAYS OF OCCUPANCY OR UPON CONSTRUCTION COMPLETION, WEATHER PERMITTING *(SECTION 2.32)*
- \_\_\_\_\_ DRIVEWAYS TO BE POURED CONCRETE, PAVERS OR BRICK *(PER SECTION 2.16)*
- \_\_\_\_\_ DRIVEWAY TO BE INSTALLED WITHIN 180 DAYS OF CONSTRUCTION COMPLETION, WEATHER PERMITTING *(PER SECTION 2.23)*
- \_\_\_\_\_ MINIMUM SQUARE FOOTAGE – SEE TABLE BELOW *(PER SECTION 2.13)*

<b>Minimum Floor Area Requirements:</b>		
<b>Blocks/Lots</b>	<b>Single-Story Homes</b>	<b>Two-Story Homes</b>
Block 3:		
Lot 1	1,200	1,600
Lots 2-9	1,600	2,200
Lots 10-22	2,000	2,800
Block 4:		
Lots 1-12	1,800	2,400
Block 5:		
Lots 1-7, 16-18	1,800	2,400
Lots 8-15	2,000	2,800
Lots 16-18	1,800	2,400
Lots 19-36	1,600	2,200
Block 6:		
Lots 1-10	2,000	2,800
Block 7:		
Lots 1-27	2,000	2,800
Block 8:		
Lots 1-31	2,000	2,800
Block 11:		
Lots 1-10	2,000	2,800
Block 13:		
Lots 1-6, 8-13	2,000	2,800
Lot 7	1,200	1,600
Lots 14-24	1,800	2,400
Block 14:		
Lots 1-8	1,800	2,400
Lots 9-21	1,600	2,200
Block 15:		
Lots 1-10	1,600	2,200
Lots 12-19	1,600	2,200

Block \_\_\_\_\_  
Lot \_\_\_\_\_



**Architectural Control Committee Improvement Review Form**

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

Submission Package Complete: Yes \_\_\_\_\_ No \_\_\_\_\_

Critical Date (For Required Response): \_\_\_\_\_

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

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

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

Home Phone: \_\_\_\_\_ Cell or Work Phone: \_\_\_\_\_

\_\_\_\_\_ ACTION IS SUSPENDED PENDING SUBMISSION OF THE ITEMS LISTED BELOW.

\_\_\_\_\_ THE REQUEST IS APPROVED AS SUBMITTED.

\_\_\_\_\_ THE REQUEST IS APPROVED SUBJECT TO THE REQUIREMENTS STATED BELOW.

\_\_\_\_\_ THE REQUEST IS DISAPPROVED AS STATED BELOW.

**NOTE: AN ATTACHED LETTER MAY PROVIDE ADDITIONAL DETAIL OF THE ARCHITECTURAL CONTROL COMMITTEE'S ACTION THAT IS A PART OF THIS RESPONSE.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMITTEE ACTION – TWO SIGNATURES REQUIRED**

\_\_\_\_\_  
Committee Member Printed Name

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member Printed Name

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Date