

**EXHIBIT 2.1 ARCHITECTURAL CONTROL COMMITTEE PROJECT/VARIANCE APPLICATION REQUEST**

**LANGTREE PROPERTY OWNERS ASSOCIATION (LPOA)**

Change log		
Revision	Date	Change Description
Initial	Various	Various previously released untracked versions utilized by LPOA Board
A	June 17, 2024	As approved by LPOA Board

**General Instructions:**

- ✓ This form is for all variances and projects (except new house construction). Include descriptions of all colors and types of materials to be used in this project, and state if they match existing materials on the property.
- ✓ For landscape work, identify types and location of all proposed trees. Remember to preserve view corridors from other properties. If adding sod, identify the amount and location of sod already existing and the additional sod proposed by this project. Landscape applications generally must be accompanied by drawings.
- ✓ Proposed changes to land contours or drainage patterns must be clearly annotated; drainage across property boundaries shall not be altered.
- ✓ Any changes to exterior lighting must be identified. All exterior lighting must be properly shielded or designed to avoid annoyance to other properties.
- ✓ Application should be accompanied by carefully drawn plans that adequately convey how the project will modify existing conditions. The location of all structures must be shown on a lot site plan that accurately shows dimensions of proposed structure and distances from existing property lines. Consider including photographs with annotations; these greatly improve understanding of the existing conditions and the intended modifications
- ✓ Applications that are not filled out or do not clearly describe the proposed project will not be approved.
- ✓ Applications for projects that potentially affect neighboring properties (e.g. view corridors, house expansion toward a neighbor's property) may require extra review time for an ACC action to allow for coordination with adjacent property owners.
- ✓ All additional supporting documents must be pre-scanned to allow a soft copy to be uploaded to Association's website.
- ✓ For projects, please include the required refundable deposit with application.

Please submit original applications (no photocopies) to: Langtree Board Vice-President / ACC Chairman

**Submittal Date:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**If request is for a Variance, include list of neighbors you have pre-coordinated your proposed request with:**

\_\_\_\_\_

**Detailed description of work and/or variance (attach additional sheets as necessary):**

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

**Is County Building Permit being pulled? Circle Y or N**

**List all accompanying documents and items:**

\_\_\_\_\_

**ACC Comments and Action:**

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