

**Spring Mills Subdivision Unit Owners Association  
Architectural Control Committee Application**

To expedite the approval of your application for review of your proposed project, please furnish us with the following information;

Applicant/Owner: \_\_\_\_\_

Lot # \_\_\_\_\_ Street Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

If required, building permit number: \_\_\_\_\_

Description of the project under consideration;

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

General Contractor Information;

Name: \_\_\_\_\_ License # \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Liability Insurance Carrier: \_\_\_\_\_ Policy # \_\_\_\_\_

Complete the form and return to the address below.

Please attach a plot plan showing any easements, a drawing or rendering of the project with materials to be used, along with any other information you want considered on the project.

Under the Covenants, Conditions and Restrictions for the Spring Mills Subdivision, the ACC has 45 days to respond to an application. Conditional approval will be given for conforming projects with final approval after the completed project is inspected under Article XI, section 8.1&2 of the covenants.

We look forward to helping you successfully complete your project.

Please call me if you have any questions.

Sincerely:

Architectural Control Committee  
Spring Mills Subdivision Unit Owner's Association  
115 N. Queen Street  
Martinsburg, WV 25401  
(304) 596-6630  
mshowers@clagett.com

Information received; Date: \_\_\_\_\_

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

\_\_\_\_\_ Conditionally approved

(see attached) Date: \_\_\_\_\_

Returned for additional information

(see attached) Date \_\_\_\_\_

\_\_\_\_\_ Rejected - Date: \_\_\_\_\_

(see attached)