

KING VALLEY
AT VININGS

Mailbox Request Form

The ACC must approve the mailbox for your home before installation. In order to get that approval, you must complete this form, submit it with any supporting pictures or plans, and email it to the Property Manager Jodi Phillips (jphillips@teammgt.com). The ACC does have up to forty-five (45) days to render a decision.

Name:

Address:

Phone Number:

E-mail Address:

Mailbox Request

Have you read the ACC Guideline(s) for the project(s) in this Request?

Please provide the following information:

1. Mailbox brand (include link or image of mailbox)
2. Post brand (include link or image of post - may be included with above)
3. Mailbox dimensions (Length x Width x Depth)
4. Plaque brand and image (may be included with above)

Attachment Checklist

Have you attached the following things to this Request? (Check all that

Apply)

* Pictures/links/brochures showing proposed change(s)

* Dimension of Mailbox

*** = Required for every Request**

Important Notes

- ACC approval is **NOT** a substitute for getting required permits. You or your contractor **must** pull all required permits before beginning work.
- ACC approval is **NOT** a substitute for complying with local ordinances. You **must** comply with all local ordinances.
- ACC approval does **NOT** mean your project is sound from a structural or engineering perspective. You **must** ensure your project is sound. ACC review is based only on aesthetics and compliance with the Guidelines.
- You grant the ACC permission to enter your property, if necessary, to inspect the proposed change(s).