

**ALCC request for approval of MISCELLANEOUS PROJECTS**

Failure to complete this form and obtain approval **PRIOR to starting** this project will result in a **minimum \$100 fine**

**This procedure must be followed for deposit return**

**Name:** \_\_\_\_\_  ADAMS  
\_\_\_\_\_  BURNHAM  
\_\_\_\_\_  CLARK  
**Address:** \_\_\_\_\_  DEARBORN  
\_\_\_\_\_  EVANSTON  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **can we email approval paperwork? Y/N**

**Date submitted:** \_\_\_\_\_ **\$250.00 security deposit is required.**

**Signature:** \_\_\_\_\_

**Describe this project, location, and pertinent information including sketch or drawings, etc.:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will do the work personally.  I will engage a contractor to do the work.

**Name, address and phone of CONTRACTOR:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor email:** \_\_\_\_\_ **can we email approval paperwork? Y/N**

**DATE APPROVED: #1** \_\_\_\_\_ **(INIT. \_\_\_\_\_)** **#2** \_\_\_\_\_ **(INIT. \_\_\_\_\_)**

**APPROVED WORK *MUST* BE STARTED WITHIN 40 DAYS OF APPROVAL  
OR A NEW APPROVAL WILL BE NECESSARY.**

## **GUIDELINES for MISCELLANEOUS PROJECTS**

- 1. Projects must be approved by the ALCC before construction begins.**
- 2. It is important to provide as much information as possible in order to expedite approval for this project.**
- 3. Location relative to your townhome and a sketch or drawing showing pertinent dimensions is very important.**
- 4. Type of materials to be used should be indicated.**
- 5. Color coordination with surrounding structures is important.**
- 6. Probably, no Village permit will be needed. ALCC will advise if this project will involve Village regulations.**