

ALCC request for approval of AWNING INSTALLATION

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: _____

_____ **BURNHAM**

_____ **CLARK**

Address: _____

_____ **DEARBORN**

_____ **EVANSTON**

Phone: _____

Email: _____ **can we email approval paperwork? Y/N**

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

Signature: _____

Describe how awning will be attached and where on townhouse (awning NOT allowed to be attached to fascia board) –Provide sketch of location of awning installation and to what surface awning will be installed:

_____ **I will engage a professional awning installer to do the installation**

Name, address and phone numbers of Awning supplier and Awning Installer: _____

Awning supplier and Awning installer’s email: _____

Can we email approval paperwork to both supplier and installer? 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 Retractable Awning Installation

- 1. Awning must be retractable. Standard, rigid awnings will not be approved.**
- 2. Awning can only be attached to the rear of your home.**
- 3. Awning cannot be attached to any fascia boards.**
- 4. Awning attachment to home will vary depending on model of home. Adams model cannot accommodate an attached retractable awning.**
- 5. Awning installer will provide ALCC install location.**
- 6. Awning must be purchased with an aluminum cover.**
- 7. Awning size and color must be approved by the ALCC.**
- 8. Awning fabric must be woven acrylic.**
- 9. Awning accessories are allowable and the homeowner's choice IE: motorized awning, dimming LED lights, patio lights, weather break panels, wind sensor, etc.**
- 10. Acacia will not be responsible for any removal, repair, property damage, or maintenance to a retractable awning.**
- 11. Retractable awnings must be approved by the ALCC before installation. Any awning installed without ALCC approval will incur a fine and may have to be removed at homeowner's expense.**