

**ARCHITECTURAL & LANDSCAPE CONTROL COMMITTEE**  
**REQUEST for APPROVAL of DECK PROJECT**

**FAILURE to COMPLETE this FORM and OBTAIN PRIOR PROJECT APPROVAL**  
**WILL RESULT in MINIMUM \$100.00 FINE**

**THIS PROCEDURE MUST BE FOLLOWED for DEPOSIT RETURN!**

**NAME:** \_\_\_\_\_  ADAMS  
 BURNHAM  
**ADDRESS:** \_\_\_\_\_  CLARK  
 DEARBORN  
**PHONE:** \_\_\_\_\_  EVANSTON

**DATE SUBMITTED:** \_\_\_\_\_ **\$250.00 security deposit is required.**

**SIGNATURE:** \_\_\_\_\_

**PLANNED PROJECT:**  REPAIR  REMOVAL  INSTALLATION

**DESCRIBE PROJECT, LOCATION, including sketch or drawings, etc.:** \_\_\_\_\_

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

**NAME, ADDRESS & PHONE of CONTRACTOR:** \_\_\_\_\_  
\_\_\_\_\_

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

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

## Acacia Deck Project Guidelines (Revised) 12/13/05

1. Deck project plans must be submitted to the Acacia A&L Committee for processing and approval, and if necessary, requester shall be referred to the Village for a building permit.
2. Reconstruction of existing decks that have deteriorated or become structurally unsound necessitating the replacement of supporting structural members, or if more than fifty percent (50%) of a deck is to be replaced, such construction must comply with all requirements of applicable Village codes and a building permit is required.
3. Removal, replacement or repair of all decks may require Village structural inspections and approval of interconnected structural members before project completion.
4. New decks and those to be refurbished must receive prior A&L Committee approval and comply with Indian Head Park Municipal Code Chapter 15.22, "Decks and Related Structures" which may require a Village Building permit prior to starting any construction, addition, removal, demolition or remodeling, especially when affecting structural integrity of adjacent building or connected structure.
5. Village ordinances require the Village Building Department be permitted to inspect the procedures being followed after a permit has been issued.
6. Use a competent and knowledgeable contractor to perform the work.
7. The privacy fence cannot be used to support a homeowner's deck. All deck structures must be at least 6" away from any privacy fence.
8. Acacia decks must be stained within one (1) year of completion. If preferred, floor and treadle may remain natural wood color. Preferred deck stain is Oxford Brown or any comparable color of *semi-transparent brown oil stain*. Note: Solid color stains tend to peel off horizontal surfaces.
9. When a specific project has been satisfactorily completed, the \$250.00 security deposit held by Acacia will be returned to the owner.

NOTE: Village Permit Applications and pertinent excerpts from the IHP Municipal Code, Ref. Chapter 15.22, are available for review at the Acacia Office.