

Homeowner request for form: _____
DR Request for form: _____

Returned to homeowner for information: _____
Forwarded to Board for approval: _____

ARCHITECTURAL REVIEW APPLICATION

In an effort to maintain property values, deed restrictions require that **exterior changes be approved by an Architectural Review Committee prior to commencing work.** Their evaluation addresses architectural harmony, color, location, minimum construction standards and use restrictions. Please consult your deed restrictions for additional information. If your change has not been approved, the Committee will have the right to ask the homeowner to remove the improvement and/or change from the property. COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED IT CANNOT BE PROCESSED AND WILL THUS BE DENIED.

Subdivision: _____ Start Date: _____ End Date: _____
Owner Name: _____ Home Phone: _____
Mailing Address: _____ Work Phone: _____
City: _____ State: _____ ZIP: _____ Property Address: _____

Please check the improvements applicable to your request and see the reverse for additional information that may be required:

- Who will perform the work? _____
- | | | |
|---|--|--|
| <input type="checkbox"/> Repair Exterior Wood/Brick | <input type="checkbox"/> Install Siding | <input type="checkbox"/> Repaint Residence Same Color |
| <input type="checkbox"/> Replace or Repair Roof | <input type="checkbox"/> Replace Door/Garage Door | <input type="checkbox"/> Paint Residence Different Color |
| <input type="checkbox"/> Repair and/or Install Fence | <input type="checkbox"/> Install Patio/Patio Cover | <input type="checkbox"/> Room Addition |
| <input type="checkbox"/> Add Separate Structure or Building (Storage, Tool Shed, Fort/Jungle Gym, Satellite Dish, etc.) | | |
| <input type="checkbox"/> Other: _____ | | |

INSTRUCTIONS

Sketch your lot showing property lines, front and side streets, outline of your house and driveway, and then insert any proposed addition (room, outbuilding, fence, etc.). Feel free to enclose photographs, sales literature, catalog pages, etc.

INFORMATION REQUIRED:

1. House Painting - attach 2 copies of your color choice to the bottom of the page. **If you are applying for a base paint color with a different color trim, please include two samples of each color.**
2. Roofing Materials - Attach a small sample of the shingle to box on reverse side. State type, weight and color of shingles.
3. Addition of fence, other structure or outbuilding (patio cover, storage building, greenhouse, fort/jungle gym, satellite dish, etc.) - draw location of improvement on sketch and give dimensions including height, length, width and distance from each fence; list construction materials to be used. Submit your plat with changes.
4. Room additions - All above items plus elevation and side view; show windows, doors, slope of roof, etc. Indicate all construction materials for exterior walls, roof, etc. Submit your plat with changes.
5. Pool requirements – location and size of pool and approval letters from Utility/City and County permit. Submit plat with changes

I request a response as quickly as possible (although a maximum of 30 days is allowed) and agree not to begin the project until an approval is received. I understand the Committee members are not architects and do not endorse any products or services.

SIGNATURE OF HOMEOWNER

DATE

ATTACH TWO SAMPLES OF MATERIALS HERE

BASE COLOR

TRIM COLOR

DRAW SITE PLAN HERE OR SUBMIT PLAT WITH CHANGES
ADD ADDITIONAL SHEETS IF NEEDED

FOR COMMITTEE USE ONLY

ADDITIONAL INFORMATION REQUIRED

___ Committee requests **additional information** prior to processing your request.

Comments: _____

Authorized Association Representative: _____ **Date:** _____

SUBMISSION DENIED

Your application for exterior changes has been **denied**, as it does not meet guidelines as presented. Please re-assess and resubmit your plans.

- ___ a. color selection is not an approved shade
- ___ b. height or size limitations are exceeded
- ___ c. placement on lot appears to violate front set-back lines or side/rear easements
- ___ d. construction materials are not in accordance with guidelines
- ___ e. other; _____

Authorized Association Representative: _____ **Date:** _____

SUBMISSION APPROVED

Thank you for submitting your plans for exterior changes. Your application has been **approved** for the specified modifications. Any revisions or alterations require re-submission prior to commencement. Approval denotes compliance with the deed restrictions and carries no warranty regarding structural fitness, compliance to building codes, assurances against encroachments, etc. Once work has begun, completion must be within (30) days unless otherwise noted.

Comments: _____

Authorized Association Representative: _____ **Date:** _____

RETURN TO: **SCS Management Services, Inc., 7170 Cherry Park Drive, Houston, Texas 77095**
Telephone: (281) 463-1777 - Facsimile: (281) 463-0050 - E-mail: info@scsmgmt.com