

PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS/MODIFICATIONS

FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED. MOST ARCHITECTURAL COMMITTEES ARE ALLOWED 30 - 45 DAYS TO RESPOND TO AN APPLICATION.

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey.
- 2) If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey.
- 3) If you are applying for a **POOL/SPA** you must submit detailed drawing of pool and indicate on lot survey the location of pool and equipment. Must show access to rear of property.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample of color.
- 5) If you are applying for a new **ROOF** please submit manufactures name, color name and years warranty.
- 6) If you are applying for new **FRONT DOORS, GARAGE DOORS OR STORM DOORS** please provide photo or brochure.
- 7) If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide material samples.
- 8) If you are applying for **SECURITY CAMERAS, WROUGHT IRON GATES OR BURGLAR BARS** please submit drawings/photo, color, manufactures brochure and indicate on lot survey placement.
- 9) If you are applying for **DECKING/PATIO** please indicate location on lot survey, materials to be used and height of decking.
- 10) If you are applying for **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.) please indicate location on lot survey.
- 11) If you are applying for an **ANTENNA** please give size or height of antennae and show location on lot survey.
- 12) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit all details (tree dimension and type) showing placement on lot survey.
- 13) If you are applying for **FENCING** give height, materials and location on lot survey.
- 14) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, indicate location on lot survey.
- 15) If you are applying for **SOLAR ENERGY DEVICES**, please provide a photo, description and/or brochure. Indicate size, height, color, materials and show location on survey.
- 16) If you are applying for a **FLAG POLE**, please submit height, materials, installation specifications, and brochure. Indicate location on lot survey, also; submit the size and type of flag(s) to be flown.

Please contact PCMI to determine if a deposit is a requirement for a pool application in your community.

PLEASE ADDRESS APPLICATIONS TO:

**ARC Dept.
15995 North Barkers Landing # 162
Houston, TX. 77079**

PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

APPLICATION FOR APPROVAL TO MODIFY HOME OR PROPERTY

ARCHITECTURAL REVIEW COMMITTEE
15995 N. BARKERS LANDING, SUITE 162
HOUSTON, TEXAS 77079
Phone 281-870-0585
Fax 281-504-1381

COMMUNITY NAME: _____

OWNERS NAME: _____ HOME PHONE: _____

ADDRESS: _____ WORK PHONE: _____

CITY: _____ ZIP: _____ CELL PHONE: _____

ALTERNATE ADDRESS / E-MAIL ADDRESS: _____

In an effort to protect the homeowner's rights and property values, it is required that any homeowner considering any change or addition to their home OR property which would effect the exterior appearance **MUST** submit their request in writing to the Architectural Review Committee **PRIOR** to initiating any change or addition. If any change is made that has not been approved, the committee has the right to ask the homeowner to remove the improvement from the property.

PLEASE STATE PROPOSED CHANGE OR ADDITION(S) _____

A LOT SURVEY OF THE PROPERTY INDICATING THE LOCATION OF THE PROPOSED ADDITION, MODIFICATION OR STRUCTURE MUST BE ENCLOSED, ALONG WITH SPECIFIC DETAILS OF MATERIALS, COLOR, AND DIMENSIONS, INCLUDING HEIGHT.

YOUR LOT SURVEY SHOULD HAVE BEEN PROVIDED AT YOUR CLOSING. IF A LOT SURVEY CANNOT BE PROVIDED, PLEASE SUBMIT A DETAILED DRAWING OF THE PROPERTY SHOWING THE LOCATION OF THE HOME AND EASEMENTS. THE PLACEMENT OF THE IMPROVEMENT MUST BE SHOWN INDICATING THE DISTANCE FROM SIDE AND/OR REAR FENCING.

IF THE PROPOSED IMPROVEMENT HAS A ROOF, PLEASE SUBMIT AN ELEVATION DRAWING SHOWING HOW THE STRUCTURE WILL LOOK FROM A SIDE AND REAR VIEW.

NO LOT SURVEY IS REQUIRED FOR PAINTING, STAIN, SIDING OR ROOF REPLACEMENT. COLOR SAMPLES / PHOTOS ARE REQUIRED FOR PAINT, SOLAR SCREENS, ROOFING MATERIAL, BRICK OR SIDING.

MATERIAL TO BE USED: _____

DIMENSIONS: HEIGHT _____ WIDTH _____ LENGTH _____

I understand that the Committee will act on this request as quickly as possible and contact me in writing regarding their decision; however, the Committee is allowed from 30 to 45 days to respond. I also understand that in the event construction is not started within six (6) month from the date of approval, then a new application must be submitted. Further, I understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, permits, etc. affecting such improvement(s). I understand that I am not to begin any improvements until the Committee notifies me of their decision.

FAILURE TO SUBMIT THE SURVEY AND ALL REQUIRED INFORMATION MAY RESULT IN A DELAY AND/OR AUTOMATIC DISAPPROVAL OF THE APPLICATION.

HOMEOWNER'S SIGNATURE

CONSTRUCTION START/COMPLETION DATE

DATE: _____