

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 work? \_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Repair Exterior Wood   | <input type="checkbox"/> Replace Siding      | <input type="checkbox"/> Paint- Circle Residence/ Trim |
| <input type="checkbox"/> Repair Roof  | <input type="checkbox"/> Replace Garage Door | <input type="checkbox"/> Install Patio                 |
| <input type="checkbox"/> Repair and/or Install Fence  | <input type="checkbox"/> Replace Front Door  | <input type="checkbox"/> Room Addition                 |
| <input type="checkbox"/> Repair Exterior Brick  | <input type="checkbox"/> Replace Roof        | <input type="checkbox"/> Install Patio Cover           |
| <input type="checkbox"/> Spa  | <input type="checkbox"/> Replace mailbox     | <input type="checkbox"/> Install Basketball Goal       |
| <input type="checkbox"/> Landscaping – circle what applies - planter box, trees plant or remove, permanent flower bed structure   |  |  |
| <input type="checkbox"/> Add Separate Structure or Building (Storage, Fort/Jungle Gym, Satellite Dish, Dog House, Flag pole etc.) |  |  |
| <input type="checkbox"/> Other: _____   |  |  |

### **INSTRUCTIONS**

Submit your survey map and then insert any proposed addition (room, outbuilding, fence, etc.). Feel free to enclose photographs, sales literature, catalog pages, etc. Your application will be returned if samples of paint and other materials and the survey map are not attached.

### INFORMATION REQUIRED:

1. Exterior 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 (greenhouse, fort/jungle gym, satellite dish, etc.) - draw location of improvement on survey map and give dimensions including height, length, width and distance from each fence; list construction materials to be used.
4. New Construction, Room additions and outbuildings – survey map with location of addition drawn plus elevation and side view; show windows, doors, slope of roof, etc. Indicate all construction materials for exterior walls and roof, and submit samples of each.
5. Pool requirements – location and size of pool and approval letters from MUD District and County permit. Submit plat map.
6. Backyard landscaping for Lake Lots must submit survey map and plants to be used.

I request a response as quickly as possible and agree not to begin the project until a response is received. I understand the Committee members are not architects and do not endorse any products or services.

\_\_\_\_\_  
**SIGNATURE OF HOMEOWNER**

\_\_\_\_\_  
**DATE**

BASE COLOR

ATTACH TWO SAMPLES OF MATERIALS HERE

TRIM COLOR

FOR COMMITTEE USE ONLY

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: \_\_\_\_\_

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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: \_\_\_\_\_

\*\*\*\*\*

ADDITIONAL INFORMATION REQUIRED

\_\_\_ Committee requests **additional information** prior to processing your request.

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

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