

INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS/MODIFICATIONS

Please keep instructions for future applications.

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 day to respond to an application.

IF YOU ARE APPLYING FOR:

- 1. Patio Cover, Arbor, Gazebo, Storage Shed, Room Addition, etc** you must submit an elevation drawing showing how the structure will look. Indicate size, height, width, color, materials and roofing and show placement on the lot survey.
- 2. 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. Pool/Spa (In-ground/Above ground)** you must submit detailed drawing of pool showing the exact location and show access to rear of property.
- 4. Exterior Painting or Siding,** submit a sample of color.
- 5. New Roof,** submit manufactures name, color name (brochure or small sample).
- 6. New Front Doors, Storm Doors** provide photo or brochure.
- 7. Solar Screen/Window Tinting** please provide a material sample.
- 8. Wrought Iron Gates or Burglar Bars** submit drawing, color and indicate on lot survey placement.
- 9. Decks, Patios,** indicate size, height/width/length, location on lot survey,
- 10. Concrete work/Pavers** (sidewalks, driveway extension, etc) indicate location on lot survey.
- 11. Landscaping or Tree Removal/Replacement,** submit all details (size of tree etc.) showing placement on lot survey.
- 12. Fencing,** submit height, materials and location on lot survey.
- 13. Yard Decorations,** (birdbaths, benches, statues, signs, lighting, etc.) submit photo or brochure, and indicate location on lot survey.

Please keep in mind, the more information you send in with your request, the less likely it will be sent back to you for more details, therefore delaying the process.

APPLICATION FOR APPROVAL TO MODIFY HOME OR PROPERTY

ARCHITECTURAL REVIEW COMMITTEE
Planned Community Management, Inc.
A Division of Severn Trent Services
14050 Summit Drive, Suite 113
Austin, TX 78728
Phone (512) 246-0498
Fax (512) 716-0024

COMMUNITY: _____

OWNERS NAME: _____ HOME PHONE: _____

ADDRESS: _____ WORK PHONE: _____

CITY: _____ ZIP: _____ CELL PHONE: _____

ALTERNATE MAILING ADDRESS: _____

In an effort to protect the homeowner's rights and property values, it is required that any homeowner considering 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 ARE REQUIRED FOR PAINT, SOLAR SCREENS, ROOFING MATERIAL, BRICK OR SIDING.

MATERIALS TO BE USED: _____

DIMENSIONS: HEIGHT _____ WIDTH _____ LENGTH _____

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

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.

HOMEOWNER'S SIGNATURE

CONSTRUCTION START/COMPLETION DATE

DATE: _____