



ARCHITECTURAL CONTROL/REVIEW COMMITTEE
HOME IMPROVEMENT REQUEST FORM

All improvements MUST be drawn to scale on a photocopy of the survey. Please indicate how the new structure or improvement relates to the existing structure, and if possible provide a side and rear view. A sketch for mailboxes and gutters is acceptable. The original request form and one copy are required for submittal.

THE ACC REVIEW PROCESS MAY TAKE 10-30 DAYS, DEPENDING ON THE DEED RESTRICTIONS FOR YOUR COMMUNITY. THE PROCESS CAN NOT BEGIN UNTIL THE COMPLETED APPLICATION IS RECEIVED. *PLEASE CAREFULLY REVIEW THE REQUIREMENTS FOR SUBMITTAL BELOW.* YOU WILL RECEIVE A WRITTEN NOTIFICATION OF THE COMMITTEE DECISION, AND NO INTERIM UPDATES WILL BE GIVEN DURING THE REVIEW PROCESS.

OWNER'S NAME _____ SUBDIVISION SECTION: _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____ EMAIL _____

OTHER CONTACT INFO _____

Please indicate the improvement(s) which you propose.

- Basketball Goal Deck Gazebo Fence Flagpole Driveway Expansion
- Paint Patio Pool/Spa Rain Barrel Room Addition Roof
- Solar Energy Storage Shed Other _____

Please describe improvements in more detail (Be Specific)

Location of improvement(s) which you propose; backyard, side yard etc. Be specific, showing to scale the property lines, building set back lines, easements, fences, sidewalks, patios, pools, distances from all sides of the improvement to property lines and pool equipment location. A PLAT OR SURVEY IS REQUIRED.

Materials planned for the proposed improvement.

Lumber Type(s) _____

Brick Type(s) & Color _____

Screen Type(s) _____

Fence Type(s) _____

Shingles – Manufacturer _____ Color _____ Warranty Yrs. _____



If you are painting or staining – YOU MUST include paint/stain sample and brand/manufacturer. Please give particular consideration to the color of the brick when making paint selections.

Brick Color: _____ House Color: _____

Trim Color: _____ Garage Door Color: _____

Dimensions of Planned Improvement: Width: _____ Height: _____ Length: _____

Who will work on this improvement? Homeowner Contractor

If Contractor, list name and phone #: _____

Anticipated Start Date: _____ Anticipated Completion Date: _____

For any room additions and storage building, you must obtain a construction permit from the county within (30) days of the Architectural Control Committee approval date.

IN AN EFFORT TO PROVIDE AND PROTECT EACH INDIVIDUAL HOMEOWNER’S RIGHTS AND VALUES, IT IS REQUIRED THAT ANY HOMEOWNER OR GROUP OF HOMEOWNERS CONSIDERING IMPROVEMENT (EXAMPLES: EXTERIOR PAINT, PATIO COVERS, FENCES, LANDSCAPING, SIDEWALKS, DEKS, ETC.) ON THEIR DEEDED PROPERTY, SUBMIT A REQUEST FOR HOME IMPROVEMENT APPROVAL TO THE ARCHITECTURAL CONTROL COMMITTEE FOR APPROVAL BY THE HOMEOWNERS ASSOCIATION PRIOR TO INITIATING WORK ON PLANNED IMPROVEMENTS. IF ANY CHANGE IS MADE THAT HAS NOT BEEN APPROVED, THE COMMITTEE HAS THE RIGHT TO ASK THE HOMEOWNER TO REMOVE THE IMPROVEMENT FROM HIS PROPERTY. I UNDERSTAND THAT THE ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING REGARDING THEIR DECISIONS. I UNDERSTAND NO INTERIM UPDATES AND STATUS WILL BE GIVEN ON MY APPLICATION. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT(S) UNTIL THE ARCHITECTURAL CONTROL COMMITTEE NOTIFIES ME OF THEIR DECISION.

Homeowner Signature

Date

APPLICATION IS COMPLETE IF YOU HAVE COMPLETED IN DETAIL:

1. Described improvements, and attached required drawings, if any
2. Attached your survey showing the exact location of the proposed improvements
3. Attached a sample of the paint, if painting or stain if staining
4. Signed the application
5. Defined dimensions height, weight length of the structure, play structure, improvements and/or fence. You may attach separate sheet(s) of additional information to assist in the process.

FOR ASSOCIATION & OFFICE USE ONLY			
Date Received:	Comments for Committee from IMC:		<input type="checkbox"/> Assessment:
Date Submitted to ACC/ARC:			<input type="checkbox"/> D/R
Date Reviewed:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Comments or Contingencies from AAC/ARC:			
AAC/ARC Signatures	Signed:	Attest:	

Return Request For To:

RPCIA Information Center
 451 River Plantation Drive, Conroe TX 77302
 (936)-273-2002