

ARCHITECTURAL/MODIFICATION/HOME IMPROVEMENT APPLICATION

Thank you in advance for your time and patience during this application process. Please complete the application in its entirety and note that the process may take a minimum of 30 days to complete. In case of a real emergency, some Associations may be able to shorten the processing time if your request is noted as such in advance. Vendor promotions do not constitute an emergency. In the event that this application is returned to you for additional information, the application will be considered DENIED and the processing time shall be deemed void until such time that application has been resubmitted and deemed complete.

SUBDIVISION NAME: _____

DATE SUBMITTED: _____

PROPERTY ADDRESS: _____

SUBMITTED BY: _____

OWNER INFORMATION:

OWNER NAME: _____

MAILING ADDRESS: _____

City, State

Zip

CONTACT INFORMATION:

NAME: _____

HOME PHONE: _____

WORK: _____

CELL: _____

EMAIL: _____

PROPOSED IMPROVEMENTS/MODIFICATIONS:

- Patio Deck Patio/Deck Cover Inground Pool Above Pool Spa Playfort Playhouse
- Gazebo/Arbor Storage Garage Door Major Landscaping Greenhouse Fence Plant/remove tree(s)
- Front/Storm Door Side Garage Door Replace Siding Room Addition Garage Addition
- Repair/Replace Driveway Modify Driveway Gutters Painting Add/Modify Sidewalk/Walkway
- Pond/Fountain/Waterfall Decorative Yard Art Screened Room Antennas/Satellite Dishes Address Display
- Work Shop Lighting Portable Goal Replace/Repair Brick Culverts Drainage/French Drains
- Docks/Bulkheads Mailboxes Permanent Basketball Goal Repair/Replace Roof
- Other: _____

*Anticipated - Start Date: _____

Completion Date: _____

**application should be submitted at least 45 days before anticipated start date*

Work to be performed by: _____

IMPORTANT INFORMATION: This application must be *complete* when submitted. For your convenience a check list follows to assist you in this application procedure that is required by the Architectural Control provision in your deed restrictions. It is important to know that, in addition to the use restrictions, applications are evaluated in accordance with applicable guidelines and in relation to aesthetic harmony to establish consistency and coordination of structures and other improvements in the community, location, color and minimum construction standards. All applications are processed on a case-by-case basis and will be considered based on the information that you provide.

ATTACHED PLEASE FIND:

- Paint/Color Sample Roof Sample/Brochure Copy of Survey/Plat Summarized description
- 2 of each Dimensions Warranty info (roofs) of proposed project
- Height/Width/Length/ Easements Located & Project Distances to Photo of main structure
- Square Footage shown on survey/plat property lines(usually
- List of materials to be used House Plans (new construction) defined by fences)
- *Project drawing/sketch & **include details and locations of other structures including house,*
- location on survey copy pools, sidewalks, outbuildings, easements, patios, etc.

EMERGENCY PROCESSING PLEASE! PLEASE NOTE NATURE OF EMERGENCY- _____

I hereby submit this application for your consideration and request that you process this application at your earliest convenience. I agree not to commence construction or to begin the project until I have received a written approval. If the plans and specifications submitted are approved, property owner agrees and understands that the committee or approval entity is not guaranteeing, warranting or representing in any way compliance with building codes or easement encroachment rights, the workmanship, quality, design, standards or construction of the proposed project and should not be relied upon or held liable for any part of said project. Further, property owner acknowledges sole responsibility for the construction of this project.

PROPERTY OWNER SIGNATURE

DATE

SUBMIT APPLICATION TO: *Butler Assoc. Mgmt. Prof. Inc. * 4606 FM 1960 W. Ste. #135 * Houston, TX 77069*
Phone: 281-895-7200; Fax: 281-895-7206

ATTACH COLOR SAMPLES HERE:

COLOR CHOICE #1 PRIMARY(attach2samples)	COLOR CHOICE #2 PRIMARY(attach2samples)	OTHER SAMPLES	COLOR CHOICE #1 TRIM (attach 2 samples)	COLOR CHOICE #2 TRIM (attach 2 samples)

PLEASE ATTACH SURVEY, PLAT, PROJECT DESCRIPTION AS A SEPARATE PIECE OF PAPER. ALL SAMPLES, PLANS, ETC. WILL BE RETAINED WITH THIS APPLICATION. A COPY OF THIS APPLICATION ONLY WILL BE RETURNED AFTER PROCESSING SO PLEASE MAKE SURE YOU HAVE A COMPLETE FILE OF YOUR SUBMISSION FOR YOUR RECORDS.

PLEASE NOTE: In general the painting of fences or brick will not be approved, only surfaces that were originally intended to be painted will be considered for approval, i.e. wood siding, wood storage/outbuildings, etc.; only standard, established construction materials should be used, i.e. concrete for driveways, exterior grade wood for fencing, etc. Please do not assume that other non-conforming structures have been approved and attempt to copy or begin any construction prior to receiving written confirmation that your project has been approved by the committee. Failure to adhere to this requirement could result in expensive modification costs or removal. Subject to other provisions in your deed restrictions, all projects should be completed within 30 days of commencement unless otherwise approved in writing or as otherwise required by the Association use restrictions, guidelines and/or any city, county, or state regulations. New home construction projects are exempt from the 30 day rule but may be subject to other time constraints established by the deed restrictions, the ARC guidelines, the Board, the committee and/or city, county, or state regulations. Any changes after approval has been granted will require resubmission of application and another approval before proceeding.

FOR ASSOCIATION/COMMITTEE/OFFICE USE ONLY

APPLICATION RECEIVED FROM PROPERTY OWNER: _____ FORWARDED TO COMMITTEE/BOARD: _____

APPLICATION RETURNED TO PROPERTY OWNER: _____

APPLICATION STATUS:

- | | |
|---|--|
| <input type="checkbox"/> APPROVED WITH CONTINGENCIES (SEE COMMENTS BELOW FOR DETAILS) | <input type="checkbox"/> APPROVED AS SUBMITTED |
| <input type="checkbox"/> DENIED | <input type="checkbox"/> INCOMPLETE |
| | <input type="checkbox"/> ADDITIONAL INFORMATION REQUIRED |

AUTHORIZED SIGNATURES:

As noted above, we have completed the processing of this application and the decision noted is final. If the application has been denied or returned for additional information we may consider the project further if additional information or changes are re-submitted that may assist the committee/approval entity in changing or reversing their decision. Thank you for your time.

Signature of Board/Committee Member/Approval Entity

Date of Decision

Signature of Board/Committee Member (2nd may not be required)

Date

COMMENTS/CONTINGENCIES OR ADDITIONAL INFORMATION NEEDED:
