

**Owners Association at Country Lakes, Inc.
Property Modification Approval Request Form**

AMC Use Only

Rq. No. _____
Phase _____

AMC APPROVAL IS REQUIRED PRIOR TO THE COMMENCEMENT OF WORK.

As each of us bought our property in Country Lakes, we agreed by our signatures to abide by the Declaration of Covenants, Conditions and Restrictions (a.k.a. CCRs or Deed Restrictions). The Deed Restrictions protect our property values by keeping the community a highly desirable place to live. AMC (Architectural Modification Committee) approval must be obtained prior to the start of your project. To avoid delay, make your request as complete as possible and type or print legibly. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. The goal of the AMC is to assure that all changes to our properties conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.

HOMEOWNER INFORMATION

Name(s) _____
Address _____
E-mail _____
Phone(s) _____ Best time to call _____

PROJECT INFORMATION

Proposed start date _____ Proposed completion date _____
Describe the nature of the project (attach pages as necessary)

Location (attach sketch/drawing) _____
Dimensions _____ Distance from fences and easements _____
Colors _____ Shape _____
Materials _____
Builder _____
Other (specify) _____

IMPORTANT:

Include plan view and elevation drawings (to scale) plus any other supporting documents indicating projects location and its relationship to property lines, neighbors, construction, easements, etc.

REQUIREMENTS CHECKLIST (Check One)

I or We have read the appropriate Deed Restrictions Yes No N/A
I or We have obtained a City building permit (attach copy) Yes No N/A
The project requires fence removable (if yes, advise Association Manager) Yes No N/A
Completed project will be visible from the street Yes No N/A

Check all that apply:

Corner lot Iron park fencing Project has started/is completed

CHECK ALL THAT APPLIES TO YOUR PROJECT

SHEDS

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Copy of City Permit, if required.
- Detailed construction drawings/plans with labeled elevation of natural grade and slab or foundation of shed.
- Distances from side/back property lines.

NOTE: All sheds must be built and framed of all wood materials with concrete foundation. All shingles must match shingles on existing house. The color of the siding of the shed shall match the color of the trim of the house. All sheds must be landscaped to screen from view if it can be viewed by adjacent streets, common areas and adjoining lots.

BASKETBALL GOALS

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- In ground basketball goals only.**
- Picture of basketball goal that is requested to be installed.

TRAMPOLINES OR OTHER PLAYGROUND EQUIPMENT

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Picture trampoline or other playground equipment that is requested to be installed.

NOTE: All trampolines must be anchored in the ground for safety purposes. Trampolines or other playground equipment must be landscaped to screen from view.

ADDITIONS INSTALLATION (FRONT DOORS, WINDOWS, GARAGE DOORS)

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Picture of product

FENCES

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Architectural design plans with type of fence, height and stain color.
- Construction access to be labeled on plan.
- Posts type and placement.

PERGOLA/ARBORS

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Architectural design plans labeled with all elevation of natural grade, new decking, patios and structure of property.
- Construction access to be labeled on plan.
- Distances from side/back property lines.

STORM SHELTERS

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Stamped survey with location of storm shelter on property.

POOL INSTALLATION

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Detailed architectural design plans labeled with all elevations of natural grade, pool, decking, patios, spas and water features.
- Construction access to be labeled on plan.
- Distances from side/back property lines to pool. Distances from the house and patio foundation to pool.
- Equipment location must be on plan.
- Drainage arrows showing water flow on plan.

OUTDOOR FIREPLACE/KITCHEN/FIRE PITS.

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Detailed architectural design plans with full dimensions and labeled accessories.
- Stamped survey with location of the project marked on the property survey.
- Distances from side/back property lines.

LANDSCAPING INSTALLATION

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Detailed construction drawings/plans with the layout and location of all masonry edging and planter beds.
- Planter bed material types and colors.
- Detailed elevations and heights.

FLAT WORK (Stones, Pavers, Patios, Concrete) FLAG POLE INSTALLATION

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Detailed construction drawings/plans with location of all work placed on property survey

RETAINING WALLS

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Construction drawings/plans with detailed elevations labeled on the plan at grade level top and bottom of wall level.
 - Heights, lengths and widths.
 - Elevations and heights.
- Drainage arrows showing water flow on plan.

SOLAR PANELS

- Completed AMC Request Form.
- Stamped survey of property with location of project, addition/improvement noted on survey.
- Describe and give details of material types and colors.
- Detailed construction drawings/plans.
- Stamped survey with location/placement of solar panels.

Homeowner Signature _____ **Date** _____
Signature constitutes permission for AMC members to inspect property and agreement to abide by AMC's decision.

SEND BY MAIL OR EMAIL WITH ALL OTHER DOCUMENTS TO:

**Architectural Modifications Committee
Owners Association at Country Lakes
221 Country Lakes Blvd.
Argyle, TX 76226**

Email to: countrylakesamc@gmail.com
For questions, email to: countrylakesamc@gmail.com