

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 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 and circle the item applicable to your request and see the reverse for additional information that may be required:

Who will perform work? _____

☐ Repair Exterior Wood

☐ Replace Siding

☐ Paint- Residence/ Trim

☐ Repair/Replace Roof

☐ Replace Garage Door/Front Door

☐ Install Patio

☐ Repair and/or Install Fence

☐ Stain Deck/Dock/Other

☐ Room Addition

☐ Repair Exterior Brick

☐ Extend Driveway/Walkway

☐ Install Patio Cover

☐ Spa/Pool

☐ Replace mailbox – detail type

☐ Install Basketball Goal

☐ Landscaping – circle what applies - fountains, trees plant or remove, permanent flower bed structure, etc. Backyard landscaping for lake lots requires a survey map with location, list of materials and plants/ trees.

☐ Add Separate Structure or Building (Storage, Fort/Jungle Gym, Satellite Dish, Brick Mailbox, Flag pole etc.)

☐ 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, roof shingle, siding and the survey map are not attached if required for project. Please make sure to sign the form before returning it to SCS MGMT.

INFORMATION REQUIRED:

1. Exterior Painting - attach 2 samples of your color choice to the back of this 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 shingle to box on reverse side. State manufacturer name, color of shingle and years of warranty.
3. Addition of fence, driveway, walkway or 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 and include samples of paint and roofing materials.
4. New Construction, Room additions and outbuildings – survey map with location of new construction and /or addition drawn plus elevation and side view; show windows, doors, slope of roof, etc. Indicate all construction materials for exterior walls and roof, submit samples of each. New Construction plans will not be returned but kept on file with SCS MGMT.
5. Pool requirements – submit **survey map** showing planned location of the pool. Include distance from each fence and pump equipment location. Include approval letters from MUD District and/or County permit if they are required per your neighborhood. A monetary deposit may be required in some neighborhoods, please check before submission.

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: _____

Authorized Association Representative: _____ Date: _____

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: _____

Authorized Association Representative: _____ Date: _____

ADDITIONAL INFORMATION REQUIRED

☐ Committee requests **additional information** prior to processing your request.

Comments: _____

Authorized Association Representative: _____ Date: _____

Authorized Association Representative: _____ Date: _____

RETURN TO: SCS Management Services, Inc., 7170 Cherry Park Drive, Houston, Texas 77095

Telephone: (281) 463-1777 - Fax: (281) 463-0050 - E-mail: info@scsmgmt.com