

DATE OF SUBMISSION

____/____/____

ARCHITECTURAL REVIEW AUTHORITY



When each of us bought our properties, we agreed 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. The ARA (Architectural Review Authority) 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 ARA tries to assure us that all changes to our properties conform to the appropriate Deed Restrictions. This form is valid for 6 months from final approval date.

CHECKLIST FOR SUBMISSION

- 1) COMPLETED ARA REQUEST FORM
- 2) COMPLETE AND DETAILED IMPROVEMENT, BUILDING PLANS, MATERIAL LISTING AND SPECIFICATIONS
- 3) PROPERTY SITE/SURVEY PLAN SHOWING THE LOCATION OF THE PROPOSED IMPROVEMENT/PLAN

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1,2 &3) **PRIOR** TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property and return the property to its original condition. Any homeowner considering any exterior improvement to his/her property is urged to review the recorded deed restrictions prior to the initial request.

RESIDENT INFORMATION – PLEASE PRINT START DATE: _____ END DATE: _____

Owner Name: _____

Address: _____

Preferred Contact Email Phone

Do you occupy the residence: YES NO

Email: _____ **Phone #:** _____

BRIEFLY DESCRIBE THE IMPROVEMENT THAT YOU PROPOSE:

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT:

LOCATION OF IMPROVEMENT (CHECK ALL AREAS THAT APPLY):

___ FRONT OF DWELLING ___ BACK OF DWELLING ___ SIDE OF DWELLING ___ GARAGE ___ PATIO

___ ROOF OF DWELLING – COLOR _____ (SAMPLE BY PICTURE/COLOR REQUIRED)

___ SOLAR SCREENS – INSTALLER _____ CONTACT: _____

___ OTHER _____

MATERIAL AND COLORS TO BE USED FOR THE IMPROVEMENT (CHECK ALL THAT APPLY): **

_____ BRICK – COLOR _____ _____ WOOD – COLOR _____ _____ SIDING – COLOR _____
 _____ EXT PAINT – COLOR _____ _____ TRIM – COLOR _____ _____ FASCIA – COLOR _____
 _____ SOFFIT – COLOR _____ _____ GUTTER – COLOR _____ _____ OTHER – COLOR _____
 _____ CEMENT FIBERBOARD – COLOR - _____

OTHER: _____

**** SAMPLES OF COLORS ARE REQUIRED**

FENCING:

FENCE TYPE: _____ FENCE HEIGHT: _____ (INCLUDING BASE/TOP)

- I understand and agree that Sterling Green Community Improvement Association, its board of directors, its agent, committee, and staff have no responsibility with respect to such compliance and that the board of directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any current law, code, regulation or governmental requirements.
- I understand that the ARA Committee will act on this request within 30 days of receipt/resubmission and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the ARA Committee. I understand that all construction will meet with county codes and that the ARA Committee approvals do not override the county codes but rather, are intended to work with them.

Homeowners Signature: <div style="font-size: 2em; font-weight: bold; margin-top: 10px;">X</div>	Date:
*****For ARA Committee Only: DO NOT WRITE BELOW THIS LINE*****	
Committee Comments: <hr/> <hr/> <hr/> Notes: _____ <hr/> <hr/>	Committee Approval: <input type="checkbox"/> YES <input type="checkbox"/> NO Incomplete: <input type="checkbox"/> Resubmission Date: (If Applicable) _____/_____/_____ Committee Approval: <input type="checkbox"/> YES <input type="checkbox"/> NO
Committee Signature: _____ Date: _____	
Committee Signature: _____ Date: _____	
Committee Signature: _____ Date: _____	

Return this request, along with all supporting documentation, drawings, and photographs to:

Sterling Green CIA

14807 S Silver Green Drive
Houston, Texas, 77015

OR

Email to officemanager@sterlinggreencia.com

281-860-0434