

DUCK CREEK ESTATES HOA, INC.

ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FORM

Important:

Failure to obtain approval may result in violations and fines.

OWNER INFORMATION

- Owner Name(s): _____
- Property Address: _____
- City/State/Zip: _____
- Phone Number: _____
- Email Address: _____

PROJECT INFORMATION

- Type of Project (check one):
 Fence Patio Driveway Roof Exterior Paint Landscaping Shed Other: _____
- Detailed Description of Project:
(Provide a clear explanation of the proposed improvement. Include size, height, materials, color, and purpose.)

SITE PLAN / SURVEY REQUIREMENTS

Required Attachment:

- Copy of property survey or plat showing:
 - Location of proposed improvement
 - Dimensions and setbacks from property lines
 - Easements (if applicable)

PROJECT DRAWINGS / PLANS

Required Attachment:

Drawings, sketches, blueprints, or manufacturer brochures that clearly illustrate:

- Design and layout
- Measurements and dimensions
- Placement on property

MATERIALS AND COLORS

- List of Materials:
- Color(s) (include samples or photos):

Required Attachment:

Current photos of the area where work will be performed

Paint chips / color swatches / photos

PROJECT TIMELINE

- Proposed Start Date: _____
- Estimated Completion Date: _____

CONTRACTOR INFORMATION (IF APPLICABLE)

- Contractor Name: _____
- Company Name: _____
- Phone Number: _____
- License Number: _____
- Insurance Provider: _____

Required Attachment:

Proof of License and Insurance

DRAINAGE & PERMITS

- Will this project impact drainage? Yes No

If yes, explain:

- City permits required? Yes No

If yes, attach copies: Included

NEIGHBOR ACKNOWLEDGEMENT (RECOMMENDED)

(Adjacent neighbors acknowledge awareness of the project. Signature does not constitute approval.)

Neighbor Name: _____ Signature: _____ Date: _____

Neighbor Name: _____ Signature: _____ Date: _____

APPLICANT ACKNOWLEDGEMENT

I understand that:

- Approval by the ACC is required **prior to starting any work.**
- Approval does not substitute for required city permits.
- I am responsible for ensuring compliance with all HOA governing documents and local ordinances.
- Work must be completed as approved. Any changes require resubmission.

Owner Signature: _____ **Date:** _____

SECTION 12: ACC REVIEW (FOR HOA USE ONLY)

Date Received: _____

- Approved
- Approved with Conditions
- Denied

Comments:

ACC Representative Name: _____

Signature: _____ Date: _____

SUBMISSION INSTRUCTIONS

- Submit completed form as **PDF**
- Include all required attachments
- Incomplete applications will be **returned without review**
- ACC has up to **30 days** to review and respond
- All exterior improvements or modifications **must be approved in writing by the ACC prior to commencement.**

Submit to:

Duck Creek Estates HOA, Inc.

P.O. Box 494474, Garland, TX 75049

duckcreekestateshowinc@gmail.com