

## Architectural Control Committee – Improvement / Variance Request Form

Association: \_\_\_\_\_

Date: \_\_\_\_\_

In accordance with the recorded covenants, conditions, and restrictions of the association, and in order to protect each individual owner's rights and values; it is required that any owner who is considering improvement of their deeded property to submit the following to the ARC **prior to any work on the planned improvements.**

- \_\_\_\_\_ 1. A completed improvement form
- \_\_\_\_\_ 2. Complete and detailed building plans, materials & specifications
- \_\_\_\_\_ 3. A property survey showing the location of the proposed improvement
- \_\_\_\_\_ 4. Any necessary Architectural Review fees as required by the HOA

**Failure to submit the requested attachments may result in denial of the request or delayed responses. If any change is made without prior approval, the committee/board has the right to tell the homeowner to remove any improvement from their property and return it to its original condition. All homeowners considering an improvement to the exterior of their property are encouraged to review the recorded deed restrictions prior to submission of this form.**

**Please Print the following information:**

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Briefly Describe the improvement you are proposing:**

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**Estimated Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

I Understand that the architectural control committee will act on this request within 30 days of receipt and will contact me in writing with their decision. I agree not to begin property improvements without written consent from the ARC. I understand that all construction will meet city codes and that the ARC approval does not override any city codes. I am required to obtain any necessary permits from the city or county prior to construction starting.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form and any attachments to Bender Property Management:  
via email at [Management@BenderPM.com](mailto:Management@BenderPM.com) or via mail to PO Box 601207, Dallas, TX 75360**

**Date of Receipt by Management:**

**Date of Approval:**

**Signature by Board, ARC Member, or Property Manager:**