

# ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FORM

## Legends Ranch Property Owner's Association ACC Application for Approval of Exterior Design Modification

The Declaration of Covenants, Conditions and Restrictions (the "Deed Restrictions") specify that all improvements as defined in the Deed Restrictions must be approved in writing by the ACC before the improvement begins. To assist in your compliance with the Deed Restrictions, please complete the following form and submit it with your plans and specifications for the proposed modification.

**Only ONE request per application.**

**Property Owner's Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Is Property Located on a Lake?** \_\_\_\_\_

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

**Who will do the work (contractor's name and contact details):**

\_\_\_\_\_

**I request design approval and grant permission to Legends Ranch Property Owner's Association representatives to enter the property to consider the request and to inspect the project during installation and upon completion. I hereby declare that the information provided in this application is true and correct, and I understand that any willful dishonesty may render a denial of this application.**

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Type of Modification:**

Roof: \_\_\_\_\_

Exterior Painting: \_\_\_\_\_

Fence: \_\_\_\_\_

Detached Structure: \_\_\_\_\_

Pool: \_\_\_\_\_

Irrigation System: \_\_\_\_\_

Deck/Patio: \_\_\_\_\_

Other: \_\_\_\_\_

Landscape Modification: \_\_\_\_\_

Addition: \_\_\_\_\_

Structure will be (check one): \_\_\_\_\_ Permanent \_\_\_\_\_ Portable (Moveable)

**Description:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*If approved, the approval is valid for only 90 days beyond the "Estimated Start Date". If the "Estimated Start Date" is to be delayed beyond 90 days, a written request for an extension must be submitted.

**Legends Ranch Property Owner's Association**  
**ACC Application for Approval for Exterior Design Modification**

Submissions must have all required documents. **Partial submissions will result in a delay.** Attach details of modification including the following information as applicable (specific documentation requirements are listed on page 3):

1. Location – A plot plan or survey showing the location and dimensions (including elevation) of existing and proposed modifications (to scale);
2. Complete dimensions for modifications (height, width, and depth) and position relative to property lines, existing structures and landscaping;
3. Materials to be used;
4. Contractor to be used; and
5. Scale plans or drawings for the project.

**Deposits will be required for the following:**

1. Permanent modifications: pergolas, patio covers, patio enclosures, sunrooms, patios, storage buildings, etc. = \$250.
2. Swimming pools and room additions = \$1000.

Checks may be made payable to Property Owners Association of Legends Ranch and dropped off with the onsite manager at the clubhouse. To ensure the modification was completed according to the application information and specifications, deposits will not be returned until an inspection is performed or photo documentation of the completed modification is received and verified.

The ACC reserves the right to request more information to clarify this request. **The evaluation and response process will not begin until all requested information is received.** Requests for different types of changes should be submitted separately. Beginning a project prior to receiving written ACC approval is a violation and may lead to an order to remove altered or added elements at the owner's expense, and/or penalties, fines, and loss of community privileges.

**Please note:** *The homeowner is responsible for complying with all applicable building and zoning requirements. If your modification fails to comply with any applicable building or zoning requirements, it may be subject to removal and/or subject to fines by the governing authority and may impact the title to your property.*

**Send completed application to:**

Legends Ranch Property Owners Association, Inc.  
2801 Legends Ranch  
Spring, TX 77386

You may also drop off your application in the dropbox to the right of the front clubhouse entrance doors,  
or email to legendsranch@imcmanagement.net.

The ACC has up to 30 days after receipt of a completed application to make a decision. Please allow time for the ACC to make their decision. The more detail you provide about your modification, the faster the decision making process will be. For your protection, **do not** start any modification until you have received a written approval from the ACC.

**ACC APPLICATION INSTRUCTIONS  
FOR APPROVAL OF EXTERIOR DESIGN MODIFICATION**

1. If you are applying for a structure (**PATIO COVER, PERGOLA, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**), you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials, roofing and placement on the lot survey.
2. If you are applying for play structure (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**), you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey.
3. If you are applying for **POOL/SPA**, you must submit detailed drawing of pool/spa and indicate on lot survey the location of the pool/spa and its equipment. Must show access to rear of property on lot survey.
3. If you are applying for **EXTERIOR PAINTING OR SIDING**, you must submit name, reference number, and manufacturer of color and a sample of color(s) or siding.
5. If you are applying for a **NEW ROOF**, please submit manufacture's name and color name (brochure or small sample).
6. If you are applying for a **NEW FRONT DOOR(S) OR STORM DOOR(S)**, please provide photo or brochure.
7. If you are applying for **SOLAR SCREEN/WINDOW TINTING**, please provide material samples.
8. If you are applying for **WROUGHT IRON GATES OR BURGLAR BARS**, please submit drawing, color, and indicate on lot survey the placement of gates/bars.
9. If you are applying for **DECKING/PATIO**, please indicate location on lot survey, materials to be used and height of decking.
10. If you are applying for **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.), please indicate location on lot survey.
11. If you are applying for an **ANTENNA**, please give size and/or height and show location on lot survey.
12. If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT**, please submit all details (tree dimension and type) and show placement on lot survey.
13. If you are applying for **FENCING**, please advise the height, materials and location on lot survey.
14. If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.), please submit photo or brochure and indication location on lot survey.