

ARCHITECTURAL COMMITTEE IMPROVEMENT REQUEST FORM

effective 8/2023

The **Deed Restrictions** for Shady Acres POA specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Committee **PRIOR** to any improvements being started.

***FAILURE TO SUBMIT THE REQUESTED DOCUMENTS PRIOR TO CONSTRUCTION
MAY RESULT IN DENIAL OF YOUR REQUEST***

Owners Name: _____ Mailing Address: _____

Property Address: _____

Phone: (Cell) _____ (Home) _____ (Work) _____

Email: _____

The inclusion of an email address authorizes the Architectural Committee to use electronic mail for official responses to this request

Brief Description of the Improvements to include: relationship of proposed project to existing structure(s); square footage; materials being used for exterior finish out. Any information you feel pertinent to fully explain the scope of your project.

Documents Required: ☐ Survey - show where the improvement(s) will be located. Ensure any right of ways/easements are shown
☐ Detailed Building Plans - showing the details of the improvement(s) & materials to be used
☐ Copy of LCRA Approval for Septic System
☐ Copy of Approval from Highland Haven for Water Service

Additional Documents: ☐ Photos ☐ Other (Describe) _____

Proposed Start Date _____ Proposed Completion Date _____

All documents & photos above will become the property of the Committee and will **not** be returned to the applicant.

Architectural Committee will respond in writing to your request within 15 calendar days of receipt of ALL required documentation.

Applicant acknowledges that they have read and understand the Deed Restrictions and all information provided is true and correct. Applicant further agrees that it is their responsibility to ensure any applicable County Codes/Ordinances are complied with & work will not begin until approval has been granted by the Architectural Committee in writing..

Signature of Applicant Date Submitted

Submit ALL required forms to: Committee Chair either via email or in person.

☐ APPROVED By: _____ Date: _____

☐ DENIED Based on following criteria. You may resubmit once all items of concern have been addressed.
