

Application Guidelines for LOSHA Architectural Control Committee (ACC) Review of Plans

The following is a checklist that must be completed prior to filing plans with the LOSHA ACC for plan review:

1. Read the following documents that can be found on www.mylosha.com. Be sure that your plans are in compliance with these documents.
 - a. Declaration of Restrictions, covenants, and conditions
 - b. Bylaws
 - c. Architectural and Landscape guidelines for the ACC.

If your plans include any type of addition that could potentially disrupt the privacy of your neighbors (i.e. second floor addition, elevated patio or deck, or exterior lighting), please consult with your neighbors prior to making an application and provide evidence to the ACC that your neighbors are in agreement with your plans. Written consent is required.

2. You must provide at least one hard copy of plans to the ACC Chairman along with a PDF of the Plans. By providing the PDF's, your review process will be expedited. The contact information for the ACC Chairman can be found on www.mylosha.com
3. Understand that the ACC approval does not supersede any building ordinance or building codes governed by The City of Colleyville. You may need to obtain a permit from the city to build your improvements. After the ACC has approved your plans, all permits are the responsibility of the applicant.

Once you have submitted plans to the Chairman in accordance with this checklist, the ACC will try to have your plans reviewed within five (5) business days, but no later than (30) days.