



Candlelight Hills Civic Association, Inc. - 18600 Burnt Candle Drive - Spring, Texas 77388

ARC Application for Property Improvement Request

30-day application processing time line begins when the ARC committee receives a completed application with all support items, and not date on the application itself.

The deed restrictions requires all exterior modifications to your home or property be approved in advance by the Architectural Review Committee (ARC). The committee will ensure the improvement will be consistent with the aesthetics of the community and is to be conducted in a professional manner.

Property Owner Name _____

Property Address _____

Mailing Address, if different _____

Phone Number _____ Mobile/Cell Office Home

Correspondence Email Address _____

Please complete this form and include all support items and return it to - **ARC@candlelighthills.com**

Describe Improvement(s)

Roof Exterior Paint Fence* Room Addition Pool/Spa Other _____

*Fence height maximum is 7 feet, which includes rot board, if used. Any fence above 7 feet will not be approved. If fence can be seen from the street the flat plank side must be installed to face the street.

If you are adding a room, what size will it be? ____ Width ____ Height ____ Length

Who will be doing the improvement? Homeowner Contractor

Name of Contractor _____ Phone Number _____

Expected Starting Date _____ Estimated Date of Completion _____

In an effort to provide and protect each individual home owner's rights and property values, it is required that any homeowner considering improvement on their Deeded property, submit a request for property improvement approval to the Architectural Committee for approval prior to initiating work on planned improvements. **If any change is made that has not been approved, the ARC has the right to ask the homeowner to remove the improvement from his property at their expense.** I understand that the ARC will act on this request as quickly as possible and contact me in writing regarding their decisions. **I agree not to begin property improvements until the ARC committee notifies me of their approval.**

Homeowner Signature _____ Date _____



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PROPERTY ADDRESS _____

1. Where is the improvement located?

A sketch of the location or plan showing location on the property is needed.

2. What materials are to be used?

Landscaping Type(s) _____

Fence Type(s) _____

Fence height maximum 7 feet, which includes rot board, if used. Any fence above 7 feet will not be approved. If fence can be seen from the street the flat plank side must be installed to face the street.

Roof Shingles Type(s) / Color(s) _____

Siding Type(s) / Color(s) _____

3. What will the improvement look like?

Include complete details - drawing, photo, sketch etc.

4. If you are painting or staining, you must include color samples, brand name and manufacturer.

House Color _____ Brick Color _____

Trim Color _____ Garage Door Color _____

FOR INTERNAL USE

Date Received _____ Date Approved _____ Reviewed By _____

ARC Comments Related to Request _____

APPROVED NOT APPROVED - Reason _____