

## PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

### INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS/MODIFICATIONS

**FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED. MOST ARCHITECTURAL COMMITTEES ARE ALLOWED 30 DAYS TO RESPOND TO AN APPLICATION.**

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey.
- 2) If you are applying for play structures (**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 a **POOL/SPA** you must submit detailed drawing of pool and indicate on lot survey the location of pool and equipment. Must show access to rear of property.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample of color.
- 5) If you are applying for a new **ROOF** please submit manufactures name / color name (brochure or small sample).
- 6) If you are applying for new front **DOORS OR STORM DOORS** 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 placement.
- 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 or height of antennae 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) showing placement on lot survey.
- 13) If you are applying for **FENCING** please advise of height, materials and location on lot survey.
- 14) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, indicate location on lot survey.

**Please contact PCMI to determine if a deposit is a requirement for a pool application in your community.**

PLEASE ADDRESS APPLICATIONS TO:

**ARCHITECTURAL REVIEW COMMITTEE  
P.O. BOX 219223  
HOUSTON, TX. 77218**

**PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS**

**APPLICATION FOR APPROVAL TO MODIFY HOME OR PROPERTY**

**ARCHITECTURAL REVIEW COMMITTEE  
15995 N. BARKERS LANDING, SUITE 162  
HOUSTON, TEXAS 77079  
Phone 281-870-0585  
Fax 281-504-1381**

COMMUNITY: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

ALTERNATE MAILING ADDRESS: \_\_\_\_\_

In an effort to protect the homeowner's rights and property values, it is required that any homeowner considering change or addition to their home OR property which would effect the exterior appearance **MUST** submit their request in writing to the Architectural Review Committee **PRIOR** to initiating any change or addition. If any change is made that has not been approved, the committee has the right to ask the homeowner to remove the improvement from the property.

PLEASE STATE PROPOSED  
CHANGE OR ADDITION(S) \_\_\_\_\_

**A LOT SURVEY OF THE PROPERTY INDICATING THE LOCATION OF THE PROPOSED ADDITION, MODIFICATION OR STRUCTURE MUST BE ENCLOSED, ALONG WITH SPECIFIC DETAILS OF MATERIALS, COLOR, AND DIMENSIONS, INCLUDING HEIGHT.**

**YOUR LOT SURVEY SHOULD HAVE BEEN PROVIDED AT YOUR CLOSING. IF A LOT SURVEY CANNOT BE PROVIDED, PLEASE SUBMIT A DETAILED DRAWING OF THE PROPERTY SHOWING THE LOCATION OF THE HOME AND EASEMENTS. THE PLACEMENT OF THE IMPROVEMENT MUST BE SHOWN INDICATING THE DISTANCE FROM SIDE AND/OR REAR FENCING.**

**IF THE PROPOSED IMPROVEMENT HAS A ROOF, PLEASE SUBMIT AN ELEVATION DRAWING SHOWING HOW THE STRUCTURE WILL LOOK FROM A SIDE AND REAR VIEW.**

**NO LOT SURVEY IS REQUIRED FOR PAINTING, STAIN, SIDING OR ROOF REPLACEMENT.**

**COLOR SAMPLES ARE REQUIRED FOR PAINT, SOLAR SCREENS, ROOFING MATERIAL, BRICK OR SIDING.**

MATERIALS TO BE USED: \_\_\_\_\_

DIMENSIONS: HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_

**FAILURE TO SUBMIT THE SURVEY AND ALL REQUIRED INFORMATION MAY RESULT IN A DELAY AND/OR AUTOMATIC DISAPPROVAL OF THE APPLICATION.**

*I understand that the Committee will act on this request as quickly as possible and contact me in writing regarding their decision, however, the Committee is allowed from 30 to 45 days to respond. I also understand that in the event construction is not started within six (6) month from the date of approval, then a new application must be submitted. Further, I understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, permits, etc. affecting such improvement(s). I understand that I am not to begin any improvements until the Committee notifies me of their decision.*

HOMEOWNER'S SIGNATURE \_\_\_\_\_

CONSTRUCTION START/COMPLETION DATE \_\_\_\_\_

DATE: \_\_\_\_\_