



### ARCHITECTURAL REQUEST FORM

Today's Date:	Community:	Property Address:
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#### HOMEOWNER INFORMATION

First Name:	[Last Name]	Email Address:
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Is this an amendment to a previous request?	<input type="radio"/> Yes	<input type="radio"/> No	If yes, what is date of previous request?
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Address:

Home phone no.:	Cell phone no.:
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**Instructions:** The Architectural Committee requires the following pertinent information in order to review your request therefore please ensure to submit required documents to prevent any delays. Email your submission to [contact@TrioHOA.com](mailto:contact@TrioHOA.com) or mail to our office.

1. Review and follow all deed restrictions and application guidelines and submit a completed architectural request form. All community documents may be found on the homeowner portal at [www.triohoa.com](http://www.triohoa.com)
2. Include property Plat Plan (Land Title Survey) indicating the location of the proposed improvement, distance from property line, and dimensions (height, width, etc.)
3. For proposed room additions or structural changes to the residence, include a copy of the elevation and side view
4. Describe the building materials to be used (i.e. siding, paint, roofing, foundation, brick, etc.)
5. Submit details of your improvement, building plans, material list, specification, paint colors swatches, sample pictures of improvement. Paint samples must include the manufacturer's name. Provide sample of the roof shingles or exterior siding by email or mail
6. Include with this request any other information such as photographs, sales literature, catalog pages, etc. which may assist the committee

#### PROJECT INFORMATION-ONE PROJECT PER SUBMISSION

Briefly describe your project and who will be doing your improvement.

Location of Improvement:	Other:
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Modification or addition requested:

Company Name and Contact:	Company address:	Phone #:	Email Address:
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Point of Contact Name:	Project Start Date:	Project End Date:
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**THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I CERTIFY THE INFORMATION IS AN ACCURATE REPRESENTATION OF THE PROPOSED IMPROVEMENT AND THE WORK WILL CONFORM TO APPLICABLE CITY AND STATE CODES, COVENANTS AND STANDARDS. I ALSO CERTIFY THE IMPROVEMENTS WILL BE COMPLETED IN ACCORDANCE WITH THE APPROVED APPLICATION. I UNDERSTAND CONSTRUCTION IS NOT TO BEGIN UNTIL APPROVAL HAS BEEN RECEIVED BY ARCHITECTURAL COMMITTEE. THE COMMITTEE HAS PERMISSION TO ENTER THE PROPERTY TO MAKE INSPECTION, AS THEY DEEM NECESSARY. I UNDERSTAND AND AGREE TO THE FOLLOWING TERMS OUTLINED: 1. THE COMMITTEE HAS A MAXIMUM OF 30-DAYS FROM THE DATE OF THE RECEIPT OF ALL REQUIRED DOCUMENTATION TO REVIEW THIS FORM. 2. I WILL RECEIVE A WRITTEN RESPONSE FROM THE ARCHITECTURAL CONTROL COMMITTEE AND AGREE NOT TO BEGIN PROPOSED PROJECTS UNTIL A WRITTEN RESPONSE IS RECEIVED. 3. NO APPROVAL OF PLANS AND SPECIFICATIONS AND NO PUBLICATION OR DESIGNATION OF ARCHITECTURAL STANDARDS BY THE ARCHITECTURAL COMMITTEE OR BY THE BOARD OF DIRECTORS SHALL EVER BE CONSTRUED AS REPRESENTING OR IMPLYING THAT SUCH PLANS, SPECIFICATIONS, OR STANDARDS WILL RESULT IN A PROPERLY DESIGNED STRUCTURE OR SATISFY ANY LEGAL REQUIREMENTS. 4. DURING CONSTRUCTION DEBRIS SHALL BE CLEANED FROM THE PROPERTY DAILY. 5. I AGREE TO KEEP ALL IMPROVEMENTS ON THIS LOT IN GOOD REPAIR.**

\_\_\_\_\_  
 Homeowner Signature

\_\_\_\_\_  
 Date

# Trio HOA Management

[www.Triohoa.com](http://www.Triohoa.com)  
[contact@triohoa.com](mailto:contact@triohoa.com)



888-874-1978 phone  
210-807-9662 fax

Please complete the descriptions below. Also, stating "see attachments" is not acceptable.

Describe the building materials to be used (i.e. siding, paint, roofing, foundation, brick, etc.).

**New Developments include:** Floor plan, site plan, septic information, driveway placement, parking facilities, fence location, shed, garage, etc.

Submit details of your improvement, building plans, material list, specification, paint colors swatches, sample pictures of improvement. Paint samples must include the manufacturer's name. Provide sample of the roof shingles or exterior siding by email or mail.