

## ARCHITECTURAL REQUEST FORM

Request must be submitted at least 15 days prior to beginning construction or improvement.

Email Form TO: [ccmhoa@ccmhoa.org](mailto:ccmhoa@ccmhoa.org)

If you do not have Email Then  
MAIL FORM TO:  
Clear Creek Meadows Community Association, Inc  
P.O. Box 1707  
League City Texas 77574  
Web: <http://ccmhoa.org/>

Owners Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

*The inclusion of an e-mail address authorizes the Architectural Control Committee to use electronic mail for official responses to this request.*

The Declaration of Covenants, Conditions and Restrictions (the "Deed Restrictions") for the **Clear Creek Meadows Community Association**, specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Control Committee **before** the improvement begins. To assist in your compliance with this restriction, **complete this form and submit it with your plans and specifications for the proposed improvement.**

The plans and specifications **will not be considered complete** without the following items:

- A plot plan or survey showing the location and dimensions of all existing and proposed improvements.
- The structural design, exterior elevations, exterior materials, colors, textures and shapes of all improvements described.
- Estimated time frame for completion of project
- Attach additional Sheets if necessary

**It is the homeowner's responsibility to ensure all League City Building Permits as required are obtained.**

Check Type of Project:

Fence     Ext. Painting     Ext. Remodeling     Landscaping     Deck     Roof  
 Driveway Extension     Storage Shed     Swimming Pool     Other

DESCRIPTION OF IMPROVEMENT (Attach additional sheets as needed):

HOMEOWNER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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

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Board Email: [ccmhoa@ccmhoa.org](mailto:ccmhoa@ccmhoa.org)

**ACC File Number:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

Complete Information Received: \_\_\_\_\_ Yes \_\_\_\_\_ No

If No, Additional Information Required: \_\_\_\_\_

Date Notified Homeowner need additional information: \_\_\_\_\_

Date Received Complete Information: \_\_\_\_\_

Date Approved \_\_\_\_\_ Approved with Revisions \_\_\_\_\_ Denied \_\_\_\_\_

Revisions Required:

Reasons for Denial:

Notification to homeowner forwarded on: \_\_\_\_\_ by \_\_\_\_\_

**APPEAL PROCESS**

The ACC shall have full and complete authority to approve any improvement on any Lot, and its judgment shall be final and conclusive per Section 4.2 of the CC&R's.

If a request has been denied and the requester wishes to change some of the request specification in order to have it approved, a new request should be submitted. If a request is denied, the requester has the right to appeal the decision of the architectural committee within 30 days of the committee meeting at which the request was denied. This may be done by submitting a request for appeal in writing or email to the Board.

*Denial Hearings.* If an owner requests a hearing to appeal the denial, the Board (not a committee) shall hold a hearing no later than the 30th day after receipt of the owner's request for hearing, and shall notify the owner of the date, time and place of the hearing not later than the 10th day before the hearing. Only one hearing is required. Each side must be provided an opportunity to discuss and potentially resolve the denial. The Board or the owner may request a postponement of not more than 10 days, and otherwise only by agreement. Either party may make an audio recording of the hearing. The Board may affirm, modify, or reverse, in whole or in part, any decision of the architectural review authority as consistent with the declaration.

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