

**Continental Land Owners Association, Inc.**  
LOT IMPROVEMENT REQUEST

In order to protect each individual lot owner's property value and privacy, it is required for any lot owner or group of lot owners planning improvements or changes to their deeded property (properties), including landscaping to submit a LOT IMPROVEMENT REQUEST. This request is reviewed by the Architectural Control Committee to ensure compliance with deed restrictions, local statutes, and to protect neighboring homeowners. If any change is made that has not been approved, the Committee has the right to ask the homeowner to remove the improvement and/or change from the property. Your samples, photos, brochures, or drawings must be submitted with this application. If not, this request is automatically denied and this application will be returned to you automatically.

Owner(s)Name: \_\_\_\_\_ HCAD Account # : \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Lot / Block / Street Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

1. Describe in detail the change or improvement request. (Attach a copy of the plan with any elevation changes.): \_\_\_\_\_

2. Who will perform the actual work? \_\_\_\_\_

3. The improvement will be located where?

_____ Front of Lot	_____ Roof	_____ Side of home
_____ Patio	_____ Rear of Lot	_____ Other

4. Item	Type/Colors/Drawings
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Paint/Stain*	
Lumber	
Brick	
Fencing	
Other	

\*Attach a color sample from the color chart or a chip of the actual paint or stain. Samples must be submitted as a "hard copy." PDF's of colors will not be accepted. The request will not be processed without proper samples.\*

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**FOR NEW CONSTRUCTION, PLEASE SUBMIT THE FOLLOWING ITEMS WITH THIS COMPLETED FORM.**

**\*\*Approval will be given within 30 days provided all plans and forms are complete. Incomplete and/or missing items will delay the process\*\***

### Construction plans

- Three sets of plans/designs are required and will NOT be returned. May not be smaller than 11x17. Digital is accepted.
- Construction timeline: if improvement is to be completed in stages, list dates
- Lot clearing plans(existing trees larger than 4 inches in diameter may not be removed without prior approval)
- Utility/sewer plans
- Survey with improvements marked

### 1. Construction may take place only during the following hours:

Monday through Friday	7:00AM to 6:30PM
Saturday	8:00AM to 6:00PM
Sunday	NO WORK PERMITTED

2. All building materials and equipment must be confined to the building site and properly covered and secured to prevent their being blown off the construction site. During the construction period, each site shall be kept neat and shall be properly policed to prevent it from becoming an eyesore. Builders and Owners are prohibited from dumping, burying, or burning trash anywhere on site or on neighboring vacant lots. Any storage of materials or equipment shall be the Owner's or Builder's responsibility and at their risk.
3. Owners and Builders shall provide a container for debris and shall clean up all trash and debris on the construction site on a daily basis. Trash and debris shall be removed from each construction site at the end of each week.
4. The Builder shall be responsible for controlling dust and noise, including, without limitation, music from the construction site.
5. No pets, particularly dogs, may be brought onto the property by anyone other than the owner. If the owner brings a pet to the site, that animal must be properly contained within the home site.
6. Construction crews may not park on or otherwise use neighboring lots, and may only be parked within the construction site. All vehicles shall be parked so as not to inhibit traffic.
7. It is recommended all contractors/vendors should carry general liability insurance and Lot owners carry proper insurance for the Lot.
8. The Owner and Builder will be held financially responsible for the cost of any damage, site restoration/revegetation or refuse/brush removal on any and all adjacent properties or roadway rights-of-way resulting from the trespass or negligence by their employees or subcontracted agents.

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9. Each Builder shall be responsible for the providing adequate sanitary facilities for the construction crew. Portable toilets or similar temporary toilet facilities shall be located within the construction site and out of sight from the street and from adjacent neighbors to the extent possible. Temporary fencing to limit public view may be permitted.
10. Construction signs are limited to one sign per Lot site, and may include Builder name and telephone number.
11. Securing permits and confirming county, city, and state regulations are the responsibility of the Owner.
12. The Association will not be responsible for ensuring compliance with restrictions regarding utility easements, building setbacks, building codes, permits and other restrictions imposed by other local or state governing bodies or companies.
13. Your samples, photos, brochures, or drawings must be submitted with this application as a "hard sample." No PDF's for colors will be permitted.

**\*\*INDEMNITY AND HOLD HARMLESS AGREEMENT\*\***

Lot owner agrees to and will indemnify and hold harmless the Association, its Officers, Directors, Members, Employees, Agents and Deputies from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, for damage to any property, arising out of in connection with the above referenced ACC request, including where such injuries, death or damages are caused by the association's sole negligence or the joint or concurrent negligence of the association and any other person or entity. I agree not to begin property changes or improvements until the ACC informs me of their approval.

_____	_____	_____/_____
Signature of Lot Owner	Date	Start Date /Completion Date

***\*\*Note: The Association will not be responsible for ensuring compliance with restrictions regarding utility easements, building setbacks, building codes, permits and other restrictions imposed by other local or state governing bodies or companies. Your attendance may be required to present your improvement request before the ACC committee.\*\****

Please complete and return to: APC Property Management  
7676 Hillmont St. Ste. 200  
Houston, Texas 77040 or email to Service@APCmgmt.com or fax 832-204-4232.