

ARCHITECTURAL REQUEST FORM

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

MAIL FORM TO:
Clear Creek Meadows Community Association, Inc
P.O. Box 1707
League City Texas 77574
Or Email: ccmhoa@ccmhoa.org
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

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

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

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 to the Board of Directors:

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The appeal will be considered at the next Board of Directors meeting after the appeal is received. An appeal received more than 30 days after the committee meeting at which it was denied will not be considered. 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.

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