

TOWNEWEST HOA, INC.

11201 LAKE WOODBRIDGE DRIVE
SUGAR LAND, TEXAS 77498
PHONE: 832-678-4500 FAX: 832-678-4510

Re: ACC Application:

Dear Resident:

Enclosed please find an ACC application for your home improvement or modification. Please note what is needed for your type of improvement and include with your Application Necessary forms, such as, photos, paint samples, solar screen samples, drawings, brochure, lot survey, and your signature are examples of what is needed for us to complete your request in a timely manner. If these items are not submitted with your application, your request is denied and returned back to you for completion.

Please read the application carefully.

- ◆ A LOT SURVEY IS AN ARCHITECTURAL DRAWING OF YOUR PROPERTY SHOWING YOUR HOME, EASEMENTS, AND BUILDING LINES. A COPY USUALLY COMES WITH YOUR CLOSING PAPERS.
- ◆ Please SHOW on the survey in a distinguishable color the location of your project.

You will be notified by letter after the ACC committee has made a decision. They have at least 30 days to review and respond to your application.

If you have any questions regarding your forms, please call 832-678-4500 or email acc@sterlingasi.com

Sincerely,
Sterling Association Services, Inc.

**IMPORTANT:
REMEMBER WITHOUT PROVIDING EVERYTHING NEEDED YOUR
APPLICATION WILL BE DENIED AND RETURNED TO YOU FOR COMPLETION.
THIS WILL DELAY YOUR PROCESS.**

“INSTRUCTION LIST”
ITEMS BELOW NECESSARY FOR APPROVAL
KEEP IN YOUR FILES FOR FUTURE PROJECTS—DO NOT RETURN
FIND YOUR PROJECT BELOW: READ AND FOLLOW INSTRUCTIONS

FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING DENIED AND RETURNED BACK TO YOU ASKING FOR COMPLETION AND RESUBMISSION.

- **EVERYTHING REQUIRES A LOT SURVEY WITH THE PROJECT’S LOCATION *drawn ON SURVEY OF THE LOT (plat/plot plan).***
- **APPLICATION MUST INCLUDE ALL SIDE ELEVATIONS (Right and Left side view) AND TOP VIEW.**
- **SEND A PHOTO OF YOUR HOME SHOWING THE COLOR OF BRICK, TRIM AND LOCATION OF PROJECT**
- **DIMENSIONS INCLUDE THE HEIGHT FROM GROUND TO THE HIGHEST PEAK AND MUST BE SHOWN CLEARLY OR APPLICATION WILL BE RETURNED.**
- **WE NEED TO KNOW WHAT YOUR PROJECT WILL LOOK LIKE AFTER COMPLETION.**

IF YOU ARE APPLYING FOR: (FIND PROJECT AND SUBMIT NECESSARY ITEMS)

1. **PATIO COVER, ARBOR, GAZEBO, ROOM ADDITION, PERGOLA ETC.:** YOU MUST SUBMIT 3 DRAWINGS -A SIDE VIEW AND A FRONT VIEW AND TOP VIEW- SHOWING HOW THE STRUCTURE WILL LOOK -: INDICATE DIMENSIONS, INCLUDING HEIGHT FROM GROUND TO HIGHEST PEAK, COLOR, MATERIALS AND ROOFING. PROVIDE PHOTOS OR BROCHURE, ROOF & PAINT SAMPLES AND SHOW PLACEMENT ON THE LOT SURVEY.
2. **PLAY FORT, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC:** YOU MUST SUBMIT A PHOTO, BROCHURE OR DRAWING. INDICATE HEIGHT, COLOR, MATERIALS, DIMENSIONS, ETC. AND SHOW THE PLACEMENT ON THE LOT SURVEY.
3. **POOL / SPA:** YOU MUST INDICATE ON THE LOT SURVEY THE LOCATION OF THE POOL / SPA, POOL EQUIPMENT, AND ANY DECKING. ALSO SHOW ANY SLIDES OR OTHER STRUCTURES THAT WOULD BE OVER THREE (3) FEET HIGH. PLEASE INDICATE HOW THEY WILL ACCESS THE BACKYARD. (POOL COMPANY WILL SUPPLY THIS FOR YOU).
4. **STAIN, EXTERIOR PAINTING, GUTTERS, SIDING, OR HARDIPLANK:** PLEASE SUBMIT SAMPLE OF COLOR OF STAIN, PAINT OR SIDING MATERIAL, EVEN IF USING THE SAME EXISTING COLOR.
5. **NEW ROOFING:** PLEASE SUBMIT ROOFING SHINGLE SAMPLE, NUMBER OF WARRANTY YEARS OF SHINGLES & MANUFACTURER, NAME OF ROOFING COMPANY AND THEIR PHONE NUMBER.
6. **NEW FRONT DOOR, STAINING DOOR, STORM DOOR, GARAGE DOOR:** PLEASE PROVIDE PHOTO OR BROCHURE AND COLOR SAMPLE. IF STAINING DOOR, PLEASE PROVIDE STAIN COLOR SAMPLE.
7. **SOLAR SCREENS, WINDOW FILM / TINT OR REPLACING WINDOWS:** PLEASE PROVIDE SCREEN OR FILM SAMPLES AND WHAT WINDOWS YOU ARE ADDING THIS TO. IF

REPLACING WINDOWS, STATE WHAT WINDOWS YOU ARE REPLACING AND SEND PHOTOS OR BROCHURE TO SHOW LOOK.

8. **WROUGHT IRON GATE OR FENCE, BURGLAR BARS:** PLEASE SUBMIT DRAWING, PHOTO, OR BROCHURE, COLOR, DIMENSIONS, AND INDICATE PLACEMENT ON A LOT SURVEY.
9. **DECKING OR PATIO:** PLEASE INDICATE LOCATION ON LOT SURVEY, MATERIALS TO BE USED, AND DIMENSIONS INCLUDING HEIGHT OF DECKING.
10. **CONCRETE WORK (SIDEWALKS, DRIVEWAY, PATIO SLAB ETC.):** PLEASE SHOW LOCATION ON LOT SURVEY AND DIMENSIONS. INCLUDE A PICTURE.
11. **SATELLITE DISH, OR ANTENNAE:** PLEASE GIVE SIZE OF DISH, & HEIGHT OF ANTENNAE. SHOW LOCATION ON THE HOME BY TAKING A PICTURE AND MARKING THE AREA. IF NOT LOCATED ON HOME, INDICATE PLACEMENT ON A LOT SURVEY. PLEASE PROVIDE PHOTO OF ANTENNAE.
12. **YARD ART / DECORATIONS (BIRD BATHS, POTS, BENCHES, STATUES, SWING, SIGNS, WATER FOUNTAIN, ETC):** SUBMIT PHOTO OR BROCHURE, DIMENSIONS, AND SHOW LOCATION ON LOT SURVEY.
13. **LANDSCAPING, LANDSCAPE BORDER, TREE REMOVAL OR PLANTING:** PLEASE SUBMIT DETAILS, TYPE OF TREE REMOVED OR PLANTING, PLACEMENT ON LOT SURVEY. PICTURE OF BORDER.
14. **FENCE OR MOVING FENCE:** HEIGHT & TYPE OF FENCE, MATERIALS, AND SHOW LOCATION / CHANGE ON LOT SURVEY. IF STAINING, PLEASE PROVIDE STAIN COLOR SAMPLE.
15. **LANDSCAPING LIGHTS, OR SPRINKLER SYSTEM:** PLEASE SHOW PLACEMENT OF ALL LIGHTS AND ALL SPRINKLER HEADS ON LOT SURVEY. PLEASE PROVIDE A PHOTO OR BROCHURE OF THE APPEARANCE OF THE LANDSCAPING LIGHTS AND WATTAGE OF LIGHTS.
16. **SHUTTERS:** NEED PHOTO OR BROCHURE SHOWING THE LOOK AND PAINT COLOR SAMPLE WHAT WINDOWS.
17. **STORAGE SHED:** NEED PHOTO OR BROCHURE, DIMENSIONS INCLUDING HEIGHT FROM GROUND TO HIGHEST PEAK, COLOR, MATERIALS, AND DRAW LOCATION ON LOT SURVEY.
18. **BALCONY:** YOU MUST SUBMIT 3 DRAWINGS -A SIDE VIEW AND A FRONT VIEW AND TOP VIEW- SHOWING HOW THE STRUCTURE WILL LOOK. NEED PHOTOS OF CURRENT LOOK OF HOME, DRAWING OF LOCATION OF PROPOSED BALCONY. HOW THIS WILL FIT/BLEND ON HOME, MATERIALS USED, TYPE OF RAILING AND COLOR OF RAIL, HOW IT WILL BE SUPPORTED, WHAT FLOORING IS ON THE GROUND AND 2ND FLOOR. SHOW HOW IT WILL LOOK WHEN COMPLETED.
19. **SOLAR ATTIC PANELS:** BROCHURE, DIMENSIONS, SHOW LOCATION BY TAKING PHOTO OF HOME AND MARK LOCATION ON PHOTO.

PLEASE USE A COLOR OTHER THAN BLACK INK TO DRAW LOCATION ON LOT SURVEY!

