

Returned to homeowner for information: _____
Forwarded to Board for approval: _____

ARCHITECTURAL REVIEW APPLICATION

In an effort to maintain property values, deed restrictions require that **exterior changes be approved by an Architectural Review Committee prior to commencing work.** Their evaluation addresses architectural harmony, color, location, minimum construction standards and restrictions. Please consult your deed restrictions for additional information. If your change has not been approved, the Committee will have the right to ask the homeowner to remove the improvement and/or change from the property. COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED IT CANNOT BE PROCESSED AND WILL THUS BE DENIED.

Subdivision: _____ Start Date: _____ End Date: _____
Owner Name: _____ Home Phone: _____
Mailing Address: _____ Work Phone: _____ Email address: _____
City: _____ State: _____ ZIP: _____ Property Address: _____

Please check the improvements and/or circle the item applicable to your request. Please see the reverse side for additional information that may be required:

- | | | |
|--|---|---|
| <input type="checkbox"/> Repair Exterior Wood | <input type="checkbox"/> Replace Mailbox- Detail Type | <input type="checkbox"/> Paint- Residence/ Trim |
| <input type="checkbox"/> Repair Exterior Brick | <input type="checkbox"/> Install Windows or Storm Doors | <input type="checkbox"/> Exterior Paint/Shutters or Door |
| <input type="checkbox"/> Replace Siding | <input type="checkbox"/> Stain Deck/Dock/Other | <input type="checkbox"/> Room Addition |
| <input type="checkbox"/> Replace Garage Door | <input type="checkbox"/> Extend Driveway/Walkway | <input type="checkbox"/> Install Patio/Patio Cover or Pergola |
| <input type="checkbox"/> Replace Front Door | <input type="checkbox"/> Replace Roof | <input type="checkbox"/> Install Storage Shed |
- Landscaping : circle what applies - fountains, plant or remove trees, permanent flower bed structure, etc. *Backyard landscaping for a lake lot requires a survey map with location and a list of materials, plants and or trees.
 Separate Structure: (Carport, Perm. Basketball Goal, Fort/Jungle Gym, Satellite Dish, Free Standing Flag Pole, etc.)
 Other:

INSTRUCTIONS

Submit your survey map and then insert any proposed addition (room, outbuilding, fence, etc.). Feel free to enclose photographs, sales literature, brochure pages, etc. Your application will be returned if samples of paint, roof shingle, siding and the survey map are not attached if required for project. Please make sure to sign the form before returning it to PMG Houston.

INFORMATION REQUIRED:

1. Exterior Painting - attach **2** samples of your color choice to the back of this page. **If you are applying for a base paint color with a different color trim, please include two samples of each color.**
2. Roofing Materials - Attach a small sample of shingle in the box on the reverse side. **State manufacturer name, color of shingle and years of warranty.**
3. Addition of fence, driveway, walkway, storage shed or other structure (fort/jungle gym, satellite dish, BB goal, etc.) - draw location of improvement on **survey map** and give dimensions including height, length, width and distance from each fence; list construction materials to be used and include samples of paint and roofing materials.
4. New Construction and Room Additions – include the **survey map** with location of new construction and /or addition drawn in plus elevation and side view; show windows, doors, pitch of roof, etc. Indicate all construction materials for exterior walls and roof, submit samples of each. **New Construction plans will not be returned but kept on file with PMG Houston**
5. Pool requirements – submit **survey map** showing planned location of the pool. Include distance from each fence and pump equipment location. Include approval letters from MUD District and/or County permit if they are required per your neighborhood. A monetary deposit may be required in some neighborhoods, please check before submission.

I request a response as quickly as possible but agree not to begin the project until a response is received. I understand the Committee members are not architects and do not endorse any products or services.

SIGNATURE OF HOMEOWNER

DATE

BASE COLOR

ATTACH TWO SAMPLES OF MATERIALS HERE
ROOF SHINGLE INFORMATION

TRIM COLOR

FOR COMMITTEE USE ONLY

SUBMISSION APPROVED

Thank you for submitting your plans for exterior changes. Your application has been **approved** for the specified modifications. Any revisions or alterations require re-submission prior to commencement. Approval denotes compliance with the deed restrictions and carries no warranty regarding structural fitness, compliance to building codes, assurances against encroachments, etc. Once work has begun, completion must be within (30) days unless otherwise noted.

Comments: _____

Authorized Association Representative: _____ Date: _____
Authorized Association Representative: _____ Date: _____

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SUBMISSION DENIED

Your application for exterior changes has been **denied**, as it does not meet guidelines as presented. Please re-assess and resubmit your plans.

- ___ a. color selection is not an approved shade
- ___ b. height or size limitations are exceeded
- ___ c. placement on lot appears to violate front set-back lines or side/rear easements
- ___ d. construction materials are not in accordance with guidelines
- ___ e. other;

Authorized Association Representative: _____ Date: _____
Authorized Association Representative: _____ Date: _____

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ADDITIONAL INFORMATION REQUIRED

___ Committee requests **additional information** prior to processing your request.

Comments:

Authorized Association Representative: _____ Date: _____
Authorized Association Representative: _____ Date: _____
RETURN TO: Principal Management Group of Houston., 11000 Corporate Centre Dr. #150, Houston, Texas 77041
Telephone: (713) 329-7100 - Fax: (713) 329-7198 E-mail: tperkins@pmghouston.com