

**APPLICATION FOR ARCHITECTURAL CHANGE**

To: Villages of Preston Glen Architectural Control Committee  
c/o Celeste Kennard  
4Sight Neighborhood Management  
4760 Preston Road  
Suite 244-PMB 238  
Fristo, TX 75034 or FAX to: (469) 287-8584  
Email: CelesteK@4SightNM.com

FROM: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE WORK: \_\_\_\_\_  
\_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Directions: (Please print or type)

Please use area below to briefly describe all proposed improvements, alterations or changes to your lot or home. Attach detail by sketches, drawings, clippings, pictures, catalog illustrations and/or other data. Retain a copy of the submission for your records.

Signatures:

Notification is required from at least the owners of two (2) properties who are most affected because they are adjacent and/or have a view of your proposed change. Their signatures indicate an awareness of your intent and do not constitute or indicate approval or disapproval by the committee.

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**APPLICATION FOR ARCHITECTURAL CHANGE (cont'd)**

I understand:

- 1....that nothing herein contained shall be construed to represent those alterations to land or buildings in accordance with these plans shall not violate any of the provisions of building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restrictions.
- 2....that no work on this request shall commence until I have received written/ email approval of the Architectural Control Committee.
- 3....that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; that if alterations are made I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and that I may be required to pay all legal expenses incurred.
- 4....that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
- 5....that members of the Architectural Control Committee are permitted to make routine inspections.
- 6....that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
- 7....that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced with thirty (30) days of the approved date of this application and/or completed by any date specified by the Committee.
- 8....that all proposed improvements must meet city, state, and local codes. My signature indicates that these standards are met to the best of my knowledge. I understand that applications for all required building permit (s) are my responsibility.
- 9....that any variation from the original application must be resubmitted for approval.
- 10....if approved, said alteration must be maintained according to the Declaration of Covenants, Conditions and Restrictions for Villages of Preston Glen.
- 11....Architectural Control Committee approval/disapproval will be advised in no more than 30 calendar days from receipt of application with appropriate attachments. Non-receipt from the Architectural Control Committee within 30 days constitutes automatic approval of the request.

Owner/Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Owner/Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments:  Sketch, photo, catalog, illustrations, etc

Copy of survey marked with change being requested