

Exterior Modification Request CHECKLIST

This checklist is to ensure your modification request is ready for review by the approving body. The checklist is in the order of the modification request form, so you may check it off as you complete the request. **Please be sure to complete a separate request for each modification.**

DESCRIBE IMPROVEMENT: (Located on the request form)

- Explain what the improvement, addition, or change will be, or what it is currently is if already completed without approval.

SKETCH, DRAWING, OR PHOTO: (Attach to the request form)

- Attach a sketch, drawing, or color photo/brochure of what the modification will look like when complete. Or if already existing – attach a color photo of the completed modification.

DIMENSIONS: (Located on the request form)

- List the dimensions (width, length, and height) for each improvement/addition. Include slab and/or decking thickness for all flatwork.
- Play Systems: Standing platform deck(s) – list the height of each standing deck on the request form. Example: 4', 5'6", and 6'. (The standing deck height is the distance from the ground to the top of any standing decks.)

LOT SURVEY/PLOT PLAN OF HOME: (Attach to the request form. This document can be found with your closing paperwork. It is usually a legal-size document and shows a two-dimensional drawing of your house, lot lines, and easements.)

- Draw the location of the requested modification onto the lot survey/plot plan. Do NOT submit your original survey to us. Make a copy and keep the original for your records as you will not receive submitted documents back. This is necessary for each modification request being submitted.
***Applications not accompanied by a lot survey/plot plan with the modification drawn in will be denied.*

MATERIALS: (Located on the request form)

- All materials must be listed on the request form. If paint or stain will be used (even if the same as existing), list the manufacturer and color name and attach a sample. For lumber, list the type and whether it is treated. ***This section must be completed even if you are attaching a spec sheet or bid containing the information.*

Exterior Modification Request REQUIRED ATTACHMENTS

Failure to submit all required information and attachments will result in the application being denied and returned back to you for completion and resubmission. Find your project below and include all items listed with your completed application.

Patio Cover, Arbor, Gazebo, Room Addition, Pergola, Outdoor Kitchen: Submit 3 drawings (front view, side view, and top view) showing what the structure will look like. Indicate dimensions (including height from ground to highest peak), color, materials, and roofing. Provide color photo or brochure, and lot survey with placement drawn in and distance labeled from structure to each property line. Provide paint and roof samples.

Play Fort, Swing Set, Tampoline, Basketball Goal, Etc: Submit a color photo, brochure, or drawing. Indicate size, height, color, materials, and dimensions. Provide lot survey with location drawn in and label distance from all property lines.

Pool, Spa: Submit lot survey with location drawn in of pool/spa, equipment, decking, drainage plan, and construction access plan. Label the distance from each item to all property lines. Include any slides or other structures that will be over 3' high.

Exterior Paint, Stain, Siding, Hardiplank, Gutters: Submit color sample *even if you are using the same color as existing*.

Roof: Submit shingle sample, manufacturer name, color name, and number of warranty years.

Front Door, Storm Door, Door Stain: For new front door or storm door, provide color photo or brochure along with color photo of current door. For painting or staining an existing door, provide paint or stain sample along with color photo of current door.

Windows, Shutters, Solar Screens, Window Film/Tint: Provide color photos of home showing which windows will be replaced and/or which windows will have shutters, solar screens, film, or tint added. Provide color photo or brochure showing style and color of windows, shutters, solar screens, film, or tint.

Fence Change, Wrought Iron Gate, Burglar Bars: Submit lot survey with location of current and proposed fence drawn in or other additions. Provide drawing, photo, or brochure, and list of materials. If raising the fence, provide current and proposed height.

Patio, Sidewalk, Driveway Extension: Provide lot survey with location drawn in and distance labeled to each property line. Submit list of materials and dimensions.

Concrete Work, Deck, Patio: Provide lot survey with location drawn in and distance labeled to each property line. Submit list of materials and include height of decking.

Satellite Dish, Antennae: Submit photo of home with location drawn in. If not attached to home, provide lot survey with location drawn in. Provide photo of dish or antennae and size of dish or height of antennae.

Solar Panels: Provide lot survey with placement of panels and equipment drawn in. Submit color brochure and specifications. If installing on street facing side of home, provide the NREL letter.

Yard Art, Decorations (Bird Bath, Pots, Benches, Statues, Swings, Signs, Water Fountain, Etc.): Submit lot survey with location drawn in. Provide color photos or brochure and dimensions.

Landscape Lights, Sprinkler System: Provide lot survey with location of lights, sprinkler lines, and sprinkler heads drawn in. Provide color photo or brochure of lights and wattage of lights.

Storage Shed: Provide lot survey with location drawn in and distance labeled to each property line. Provide dimensions including ground to highest peak. Submit color photo or brochure, if prefabricated, or drawings with paint and shingle samples if custom made.

Generator: Provide lot survey with location drawn in and distance labeled to each property line and existing structure. Photos and specifications from website, brochure, or quote. Installation details including whether it will be installed on a concrete slab.

Tree Removal or Replacement: Provide lot survey with location drawn in of tree to be removed or replaced, a color photo taken far enough away to show all of the tree, reason for removal/replacement, type of tree being planted, photo of tree being planted.

Exterior Modification Request

The Committee must approve, in advance, all exterior modifications to your property. The Committee will review your request to make sure the modification(s) will be done in a professional, sound manner and will fit with the aesthetics of the community. Please provide as much detail as possible. **Requests submitted without all required information and attachments will be deemed incomplete and returned to you.**

Owner Name: _____

Property Address: _____ **City** _____ **Zip** _____

Mailing Address (if different from above): _____

Phone: _____ **Email Address:** _____

Describe the Improvement/Addition/Change (Be Specific. Attach a sketch, drawing or color photo/brochure of what the project will look like when completed.): _____

Please check this box if updates to your property include the same color and material and is only a touch-up.

Contractor Information:

Contractor Name: _____ Phone: _____

Dimensions: (width, length, and peak height of each improvement (if applicable) must be given)

Width: _____ Length: _____ Peak Height: _____ Ceiling Height: _____

Additional Dimensions (if applicable):

Pool heights only: Raised Spa: _____ Waterfall: _____ Weeping Wall: _____ Slide: _____

Play Systems/Forts: Platform deck height(s) only - must list all heights if multiple decks: _____, _____, _____

Decks/slabs/patios/walkways/extensions/etc.: Width: _____ Length: _____ Thickness: _____

Location of Improvement/Addition/Change – Example: Backyard, Front Yard, Side Yard, Left, Right, etc.

Attach official Lot Survey/Plot Plan with property address visible and the improvement/addition/change **DRAWN IN**. ***Requests not accompanied by a lot survey/plot plan with the modification drawn in will be deemed incomplete and returned to you.*

Materials: (Be specific – request are at risk of denial without applicable materials listed and/or samples attached.)

Paint/Stain (state the color & must attach color sample): _____

Lumber (must list the type: ex. Cedar, pine, etc.): _____

Brick (must list the type, color, if matches existing residence): _____

Roofing (must list the type, color & if matches existing residence): _____

Piping/Electrical (ceiling fans/lighting/etc.): _____

Decks/slabs/patios/walkways/extensions/pool deck/etc.: _____

Waterfalls/Weeping Walls/Slides (for pools): _____

Other materials:

Exterior Modification Request

Other Comments/Information: _____

Planned Start Date: _____ Expected Completion Date: _____

For your protection, please make sure you do not start the modifications until you have received official written approval. The more detail you can provide about your modification, the easier it will be to understand what you plan to do and for the Committee to make a timely decision.

Homeowner Signature: _____ Date: _____

I have read and agree to abide by the Declaration of Covenants, Conditions, and Restrictions, Architectural Guidelines, and other applicable Rules and Regulations for [Community Name]

Initial:_____

[Community Name] Terms & Conditions

I hereby acknowledge the following:

1. That I am the property owner of the above address and I am representing myself in true and accurate manner.
2. That I have included all required documents mandatory by my Association for my chosen modification type.
3. That I understand the review process will not commence until all required documents and deposits (if applicable) have been received.
4. That my application is not deemed approved until I receive official written approval notice from Crest Management on behalf of my Association.

I have fully read and agree to the terms and conditions provided by [Community Name]

Initial:_____

Graham Management Terms & Conditions

I certify that I am the owner of the property or an authorized user with permission from the owner. I declare that all information provided in this application is true and correct. I understand that my modification request is not complete until all required documentation is received. I understand that I am electing to receive communications regarding this application by email.

I have fully read and agree to the terms and conditions provided by Graham Management.

**Graham Management
12825 Wilcrest Dr., Suite 600
Houston, TX 77042
Phone: 713.334.8000**

Initial:_____

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