

APPLICATION FOR APPROVAL TO MODIFY HOME OR PROPERTY

ARCHITECTURAL REVIEW COMMITTEE
c/o Crest Management
17171 Park Row, Suite 310
Houston, TX 77084
(281) 579-0761 main
(281) 579-7062 fax

COMMUNITY: TERRACES ON MEMORIAL
OWNER'S NAME: _____ HOME PHONE: _____
ADDRESS: _____ WORK PHONE: _____
CITY: _____ ZIP: _____ CELL PHONE: _____
ALTERNATE MAILING ADDRESS: _____
EMAIL ADDRESS: _____

In an effort to protect the homeowner's rights and property values, it is required that any homeowner considering change or addition to their home OR property which would affect the exterior appearance **MUST** submit their request in writing to the Architectural Review Committee **PRIOR** to initiating any change or addition. If any change is made that has not been approved, the committee has the right to ask the homeowner to remove the improvement from the property.

PLEASE STATE PROPOSED CHANGE OR ADDITION(S): _____

A LOT SURVEY OF THE PROPERTY INDICATING THE LOCATION OF THE PROPOSED ADDITION, MODIFICATION OR STRUCTURE MUST BE ENCLOSED, ALONG WITH SPECIFIC DETAILS OF MATERIALS, COLOR, AND DIMENSIONS, INCLUDING HEIGHT.

YOUR LOT SURVEY SHOULD HAVE BEEN PROVIDED AT YOUR CLOSING. IF A LOT SURVEY CANNOT BE PROVIDED, PLEASE SUBMIT A DETAILED DRAWING OF THE PROPERTY SHOWING THE LOCATION OF THE HOME AND EASEMENTS. THE PLACEMENT OF THE IMPROVEMENT MUST BE SHOWN INDICATING THE DISTANCE FROM SIDE AND/OR REAR FENCING.

IF THE PROPOSED IMPROVEMENT HAS A ROOF, PLEASE SUBMIT AN ELEVATION DRAWING SHOWING HOW THE STRUCTURE WILL LOOK FROM A SIDE AND REAR VIEW.

NO LOT SURVEY IS REQUIRED FOR PAINTING, STAIN, SIDING OR ROOF REPLACEMENT.

COLOR SAMPLES ARE REQUIRED FOR PAINT, SOLAR SCREENS, ROOFING MATERIAL, BRICK OR SIDING.

MATERIALS TO BE USED:

DIMENSIONS: HEIGHT _____ WIDTH _____ LENGTH _____

FAILURE TO SUBMIT THE SURVEY AND ALL REQUIRED INFORMATION MAY RESULT IN A DELAY AND/OR AUTOMATIC DISAPPROVAL OF THE APPLICATION.

I understand that the Committee will act on this request as quickly as possible and contact me in writing regarding their decision; however, the Committee is allowed from 30 to 45 days to respond. I also understand that in the event construction is not started within six (6) months from the date of approval, then a new application must be submitted. Further, I understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, permits, etc. affecting such improvement(s). I understand that I am not to begin any improvements until the Committee notifies me of their decision.

HOMEOWNER'S SIGNATURE
DATE: _____

CONSTRUCTION START/COMPLETION DATE