

ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FORM

DATE SUBMITTED: _____
OWNERS NAME: _____ HM. TELE.: _____
ADDRESS: _____ WK: TELE.: _____
CELL/PAGER # _____ FAX # _____
TENANTS NAME (if tenant occupied): _____

BRIEFLY DESCRIBE THE ALTERATION OR IMPROVEMENT WHICH YOU PROPOSE (use back if necessary): _____

WHO WILL PERFORM THE ACTUAL WORK ON THIS IMPROVEMENT?
NAME: _____ APPROXIMATE COST _____

Please include sketch or copy of improvement or project, including measurements, lot lines and easement lines (if applicable, use copy of your lot survey or floor plan) and identify exact location if using Common Area. MUST SHOW DISTANCE FROM UNIT AND/OR PROPERTY LINE AND HEIGHT OF STRUCTURE (IMPROVEMENT).

LOCATION OF IMPROVEMENT

_____ FRONT OF UNIT/HOUSE _____ ROOF OF UNIT/HOUSE _____ OTHER (describe)
_____ BACK OF UNIT/HOUSE _____ GARAGE/CARPORT
_____ PATIO _____ SIDE OF UNIT/HOUSE
_____ BALCONY _____ COMMON AREA

METHOD OF SUPPORT AND/OR ANCHORAGE FOR PATIO COVER, OUT BUILDING, RECREATION EQUIPMENT, ETC.

MATERIAL NECESSARY FOR PROPOSED IMPROVEMENT (CHECK):

_____ PAINT COLOR(S) _____ CEMENT _____
_____ STAIN COLOR(S) _____ PIPE _____
_____ LUMBER TYPE(S) _____ ELECTRICAL _____
_____ BRICK TYPE(S) _____ FENCE TYPE(S) _____
_____ SCREEN TYPE(S) _____ HEIGHT _____
_____ OTHER _____

If approved, I agree to build and install the improvement in accordance with this application within 90 days of approval date and further agree that all maintenance, repair and replacements of the improvement and attachments thereto shall be performed at the expense and responsibility of the unit/house owner.

SIGNATURE OF OWNER

CONSTRUCTION START/FINISH DATE(S)

SIGNATURE OF TENANT (if applicable)

RETURN TO: c/o CREATIVE MANAGEMENT COMPANY
ATTN: _____
8323 Southwest Freeway, Suite 330
Houston, Texas 77074



FOR ACC USE ONLY
Date received _____
Approved _____ Denied _____ Date _____
By _____
Comments: _____