

Architectural Control Committee (ACC) Home Improvement Review Request Form

This checklist and the accompanying documentation are to be submitted to the ACC at least THREE working days prior to the meeting where the material and request will be reviewed. **By submitting and signing this document, both owner and builder attest that they have READ the covenants and deed restrictions that apply to the building site.**

Complete the steps below:

The request will not be processed if the items below are not submitted to Brazosland Property Manager-Hank McQuaid, along with this application.

1. Completed request form.
2. Plot map of your lot-usually located in your closing papers.
3. Brief description of change or improvement. NOTE: attach plans for any new building, addition, fencing, pool, play equipment, landscaping, etc. Include a drawing showing location in relation to home, dimensions, and building lines.
4. Location of change or improvement: ___ front of house, ___ back of house, ___ side of house, ___ roof, ___ patio, ___ garage/garage door, ___ other (please explain) _____
5. Indicate the material(s) to be used for change or improvement:
___ Paint*: Location and color _____
___ Stain*: Location and color _____
___ Roof*: Composition and color _____
___ Brick/Masonry*: color _____
___ Fencing: material/color/height _____
___ Siding*: material/ color name _____
___ Cement: type and color _____
___ Other (plantings, fountains, etc.) _____

***Please attach sample showing the color and material.**

Owner(s) Printed Name: _____ Phone(s) _____
Address _____

Property Description: Phase _____ Block _____ Lot _____

Builder's Name (if work is done by someone other than property owner):
_____ Phone(s) _____

Estimated Completion Time: _____

I understand that the ACC has thirty (30) days from the date of the receipt of this request to review and notify the property owner of the decision. I agree not to begin any work until the ACC informs me of their approval.

Homeowner signature

Date