

**REQUEST FOR ARCHITECTURAL CHANGE**

TO: Fitchwood Management  
301 Main Plaza #181  
New Braunfels, TX 78130  
[info@fitchwood.com](mailto:info@fitchwood.com)



ASSOCIATION NAME: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Directions: (Please print or type)

**DESCRIBE THE IMPROVEMENTS** (must be specific – please attach a picture, design, prototype or other such graphic showing a representation of proposed change).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF THE IMPROVEMENTS** (attach a survey plat of your property showing the **exact** location of the proposed improvement).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PURPOSE OF IMPROVEMENTS:** \_\_\_\_\_

**MATERIALS TO BE USED:** (attach sample of paint/stain or masonry color):

Paint \_\_\_\_\_

Roofing \_\_\_\_\_

Lumber (type/grade) \_\_\_\_\_

Brick (type/color) \_\_\_\_\_ Cement \_\_\_\_\_ Pipe \_\_\_\_\_

Electrical \_\_\_\_\_

Other material: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAME , ADDRESS AND PHONE NUMBER OF CONTRACTOR:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER COMMENTS:**

---

---

---

---

**PLANNED START DATE :** \_\_\_\_\_

**EXPECTED COMPLETION DATE:** \_\_\_\_\_

By Signing this application I acknowledge:

that no work on this request shall commence until I have received written approval of the Architectural Control Committee;

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;

that members of the Architectural Control Committee are permitted to make a routine inspection;

that the Architectural Control Committee shall respond in accordance with governing decrees of the CC&R's after receipt of this application with approval or disapproval. No response in accordance with the timelines set forth in the CC&R's may be constituted as acceptance by the Architectural Control Committee and alterations may proceed.

that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.

that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within thirty (30) days of the approval date of this application and/or completed by any date specified by the Committee;

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;

that any variation from the original application must be resubmitted for approval.

if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions of stated Association.

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

---

**ARCHITECTURAL CONTROL COMMITTEE**

\_\_\_\_\_ Approved      \_\_\_\_\_ Disapproved

Signatures: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_