

REQUEST FOR ARCHITECTURAL CHANGE

TO: Fitchwood Management
9720 Coit Rd Suite 220-321
Plano, TX 75025
info@fitchwood.com
Fax: 866-526-9998



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:

PLEASE INSURE THE FOLLOWING ARE INCLUDED WITH SUBMISISON:

- 1. This ACC request form – Fully and completely filled out.**
- 2. A copy of the Plat/Survey for your property.**
- 3. Any drawing, picture, design prototype and measurements of the alteration.**

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: _____
