

# ARCHITECTURAL REQUEST FORM

Request must be submitted at least 30 days prior to beginning construction or improvement.

MAIL FORM TO: **REALMANAGE P. O. Box 1416 LaPorte, TX 77572**

or email to: [service@realmanage.com](mailto:service@realmanage.com) or fax to 281-582-6400

Association Name: **TERRACE BROOK HOMEOWNERS ASSOCIATION**

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address : \_\_\_\_\_

*The inclusion of an e-mail address authorizes the Architectural Control Committee to use electronic mail for official responses to this request.*

The **Declaration of Covenants, Conditions and Restrictions** (the "Deed Restrictions") for the Terrace Brook HOA specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Control Committee before their improvement begins. To assist in your compliance with this restriction, complete this form and submit it with your plans and specifications for the proposed improvement.

The plans and specifications **will not be considered complete** without the following items:

- A **plot plan** or **survey** showing the location and dimensions of all existing and proposed improvements.
- Existing and finished **grades** and lot **drainage provisions** shall be indicated.
- The **structural design, exterior elevations, exterior materials, colors, textures and shapes** of all improvements described.
- Estimated **time frame for completion** of project: \_\_\_\_\_

## APPROVAL REQUESTED :

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> BASKETBALL GOAL   | <input type="checkbox"/> FENCE           | <input type="checkbox"/> LANDSCAPING        | <input type="checkbox"/> PLAYSCAPE     |
| <input type="checkbox"/> IRRIGATION SYSTEM | <input type="checkbox"/> DECK            | <input type="checkbox"/> DRIVEWAY EXTENSION | <input type="checkbox"/> EXT. PAINTING |
| <input type="checkbox"/> STORAGE SHED      | <input type="checkbox"/> EXT. REMODELING | <input type="checkbox"/> SWIMMING POOL      | <input type="checkbox"/> OTHER         |

## DESCRIPTION OF IMPROVEMENT:


## ACC COMMITTEE RECOMMENDATION:

- Approved** – Contingent upon the following criteria:       **Not Approved** - Based on the following criteria:


PROPERTY OWNER SIGNATURE: \_\_\_\_\_

DATE : \_\_\_\_\_