

PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

GENERAL INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS/MODIFICATIONS (Check your community's deed restrictions for specifics)

FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED. MOST ARCHITECTURAL COMMITTEES ARE ALLOWED 30 DAYS TO RESPOND TO AN APPLICATION.

- 1.) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey.
- 2.) If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey
- 3.) If you are applying for a **POOL/SPA** you must submit detailed drawing of pool and indicate on lot survey the location of pool and equipment. Must show access to rear of property.
- 4.) If you are applying for exterior **PAINTING OR SIDING** submit sample of color.
- 5.) If you are applying for a new **ROOF** please submit manufactures name/color name (brochure or small sample).
- 6.) If you are applying for new front **DOORS OR STORM DOORS** please provide photo or brochure.
- 7.) If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide material samples.
- 8.) If you are applying for **WROUGHT IRON GATES OR BURGLAR BARS** please submit drawing, color and indicate on lot survey placement.
- 9.) If you are applying for **DECKING/PATIO** please indicate location on lot survey, materials to be used and height of decking.
- 10.) If you are applying for **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.) please indicate location on lot survey.
- 11.) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit all details (tree dimension and type) showing placement on lot survey.
- 12.) If you are applying for **FENCING** please advise height, materials and location on lot survey.
- 13.) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, indicate location on lot survey.

Please contact VanMor Properties, Inc. to determine if a deposit is a requirement for a pool application in your community.

PLEASE SEND APPLICATIONS TO:
VANMOR PROPERTIES, INC.
8711 HWY. 6 NORTH, SUITE 270
HOUSTON, TX 77095
832-593-7300

OR FAX TO:
832-593-7301

**ARCHITECTURAL REVIEW APPLICATION (ACC)
REQUEST FOR HOME IMPROVEMENT**

I understand that the ACC Committee will act on this request as quickly as possible and will advise me of their decision in writing. I agree not to begin the proposed project until the acc committee notifies me of their approval and/or conditions of approval. If construction has already begun, I will cease construction until approval has been granted.

SUBDIVISION

PRINT NAME

WORK PHONE NUMBER

ADDRESS

HOME PHONE NUMBER

CITY

ZIP CODE

TYPE OF IMPROVEMENT/CHANGE

- | | | |
|---|---|--|
| <input type="checkbox"/> STORAGE BUILDING | <input type="checkbox"/> POOL | <input type="checkbox"/> BASKETBALL GOAL |
| <input type="checkbox"/> PATIO | <input type="checkbox"/> SPA | <input type="checkbox"/> SOLAR SCREENS |
| <input type="checkbox"/> PATIO COVER | <input type="checkbox"/> ROOF | <input type="checkbox"/> BURGLAR BARS |
| <input type="checkbox"/> GAZEBO | <input type="checkbox"/> ROOM ADDITION | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> GREENHOUSE | <input type="checkbox"/> SIDEWALK | <input type="checkbox"/> PAINT |
| <input type="checkbox"/> DECK | <input type="checkbox"/> SIDING | <input type="checkbox"/> PLAY STRUCTURE |
| <input type="checkbox"/> DRIVEWAY | <input type="checkbox"/> MAJOR
LANDSCAPING | <input type="checkbox"/> OTHER |

HEIGHT: _____ (From ground to highest point) LENGTH: _____ WIDTH: _____

MATERIALS: _____ COLOR OF STRUCTURE: _____

ROOF MATERIAL: _____ ROOF COLOR: _____

A LOT SURVEY OR TO-SCALE DRAWING SHOWING THE PROPERTY LINES, RESIDENTIAL BUILDING, EASEMENTS, FENCES, ETC.
IS REQUIRED FOR ALL ADDITIONS TO THE PROPERTY OR HOME (I.E. BUILDINGS, DECKS, PATIOS, SIDEWALKS, DRIVEWAYS, PLAY
STRUCTURES, BASKETBALL GOALS, POOLS, SPAS, ETC.)

****If you are building a structure with walls or a roof you must provide an elevation drawing.****
For improvements such as painting, siding, burglar bars, solar screens, etc., provide the color.

SIGNATURE OF OWNER

DATE

DO NOT WRITE BELOW THIS LINE

Application approved: _____ Conditions: _____
Application denied: _____

*** Approvals are valid for a period of 90 days. Any approved projects must be completed within the 90 day period.
Failure to begin or complete the project will result in the need to reapply. ***

Signature of ACC Chairman/Date

Signature of ACC Member/Date

COMPLETE APPLICATION AND MAIL TO:

VANMOR PROPERTIES, INC.
8711 HWY 6 NORTH, SUITE 270, HOUSTON, TX 77095
PHONE: 832-593-7300 FAX: 832-593-7301
WWW.VANMOR.COM