

**ARCHITECTURAL CONTROL COMMITTEE
REQUEST FOR APPROVAL**

Name: _____ Date: _____

Address: _____ Phone: _____

Bldg. Permit Required? Yes _____ No _____, If yes, permit number _____

Describe the scope of work: _____

Please locate the improvements or changes. Do your best to show property lines, fences, existing buildings, etc.

If exterior coloring is an issue, place color samples or chips here.

UPON COMPLETION,
SUBMIT THIS FORM TO:

Brad Ruthrauff
3302 Pecan Meadows Dr.
Flower Mound, TX 75028
Or e-mail to:
rifffrac@aol.com

Architectural Committee Processing

Date Reviewed: _____ Approved: Yes _____ No _____

Conditions: _____

_____, Architectural Committee Chairman

INSTRUCTIONS

The Declarations provide for the formation of an Architectural Control Committee (ACC). The purpose of the ACC is to promote and enhance property values through the enforcement and maintenance of property standards.

This is the process. An owner completes the request for approval form. When completing this form, provide as much detail as is reasonable. For example, drawings by contractors, paint chips, and a detailed description of the work will shorten the approval time frame. If you have multiple projects involved in one request, you may wish to separate them and submit more than one completed RFA. This would allow an owner to proceed with some projects independent of others. For example, an owner wishing to paint their house, build a section of fence and construct a patio cover might wish to submit three (3) separate RFA's.

In some instances, approvals may be conditional. For example, if a building permit is required but not attached, any forthcoming approval will be conditioned upon receipt of a copy of the building permit.

Once denied/approved by the ACC, a copy of the ACC RFA form will be returned to the owner, along with any comments or conditions relating to the approval or denial.

Once approved, projects must be started within One Hundred Eighty (180) days. Once started, work must be continuous. Continuous is defined as work not being suspended or abandoned for more than Sixty (60) consecutive days.

If you have any questions, please feel free to contact Brad Ruthrauff 972-899-2255

Good luck with your projects.