

“Request for Improvement” Project Checklist – ACC Application

There is a charge for the \$50.00 ACC application for the first application. Any other application will be a charge of \$25.00. The ACC application process is 10 to 30 days.

Make your payment payable to: **CH&P Management.**

You can send the **COMPLETED** ACC Application to:

**CH&P Management
P.O. Box 1920
Conroe, TX 77305**

To fill an ACC application in our office, the property owner **MUST** make an appointment first by calling our office at (936)570-0132.

New Home Construction –

(Minimum square feet for SFE is 700 and for CRS is 1,000)

- Detailed plan
- Measurements
- Square feet
- Framing Type (wood, metal, etc.)
- Exterior Material (siding, brick, stone, etc.)
- Roof Material (sheet metal, roof shingles, etc.)
- Sample of **ALL** exterior colors
- Foundation (concrete slab, wood/concrete posts, etc.)
- Placement of the project on a plat of the land

Mobile Home -

(Minimum square feet for SFE is 700 and for CRS is 720)

NOTE: The mobile home must be in good condition. Windows and/or doors may not be broken/boarded. The mobile home cannot have holes or strong blows. The mobile home cannot have mold and/or dirt. The exterior paint should be in good condition and neutral color tones earth.

- 8 color photos on printer paper (a picture of each side and every corner)
- Measurements
- Square feet
- Condition, color and material of skirting (if the skirting is USED, we require pictures of all the skirting)
- Placement of the project on a plat of the land

Fence –

- Material (wood, chain link, etc.)
- Height
- Placement of the project on a plat of the land

Carpport –

- Measurements
- Material of the Posts (wood, metal, etc.)
- Roof Material (sheet metal, roofing, etc.)
- Type of flooring (cement, gravel, etc.)
- Placement of the project on a plat of the land

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Patio –

- Measurements
- Structure Material (wood, metal, etc.)
- Roof Material (sheet metal, roofing, etc.)
- Color sample
- Foundation (concrete slab, concrete posts, wood posts, etc.)
- Condition, color and material of skirting (if used)
- Placement of the project on a plat of the land

Shed –

- Measurements
- Framing Type (wood, metal, etc.)
- Exterior Material (siding, brick, stone, etc.)
- Roof Material (sheet metal, roofing, etc.)
- Sample of **ALL** exterior colors
- Foundation (cement floor, cement or wood posts, etc.)
- Placement of the project on a plat of the land

Car Garage –

- Measurements
- Framing Type (wood, metal, etc.)
- Exterior Material (siding, brick, stone, etc.)
- Roof Material (sheet metal, roofing, etc.)
- Sample of all colors from outside
- Foundation (cement floor, gravel, etc.)
- Placement of the project on a plat of the land

House Addition –

- Detailed plan
- Measurements
- Square feet
- Framing Type (wood, metal, etc.)
- Exterior Material (siding, brick, stone, etc.)
- Roof Material (sheet metal, roofing, etc.)
- Sample of all exterior colors
- Foundation (cement floor, cement or wood posts, etc.)
- Placement of the project on a plat of the land