

**Architectural Control Committee (the "ACC") - Improvement Request Form**

**THE ACC REVIEW PROCESS MAY TAKE 10-30 DAYS. THE PROCESS CANNOT BEGIN UNTIL THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTS ARE RECEIVED. PLEASE CAREFULLY REVIEW THE REQUIREMENTS FOR SUBMITTAL BELOW. YOU WILL RECEIVE A WRITTEN NOTIFICATION OF THE DECISION OF THE ACC.**

LEGAL DESCRIPTION: LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SECTION \_\_\_\_\_ of \_\_\_\_\_ SUBDIVISION.

PROPERTY ADDRESS: \_\_\_\_\_ CLEVELAND, TX 77327

APPLICANT/CONTRACTOR: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

DEFINITION OF IMPROVEMENT: \_\_\_\_\_ Non-Mobile Home Structure \_\_\_\_\_ Mobile Home

\_\_\_\_\_ Fencing \_\_\_\_\_ Temporary Structure \_\_\_\_\_ Outbuilding

\_\_\_\_\_ Other: \_\_\_\_\_ (check all that apply)

RESIDENTIAL  COMMERCIAL USE  COMMERCIAL DESCRIPTION: \_\_\_\_\_

**REVIEW PROCESS:** As stipulated in the Covenants, Conditions, and Restrictions, the ACC may take up to thirty (30) days to render a decision. However, the ACC will use every reasonable effort to expedite the review process. **ADDITIONAL DETAILS:** Drawings and other items of the proposed improvements must be attached. 1. Floor plans and exact dimensions. 2. Construction drawings including proposed materials, dimensions, and all exterior colors. 3. A copy of the property plat or survey demonstrating the proposed location of the improvement(s). 4. A minimum of eight (8) pictures in color of the proposed Mobile Home. 5. Permanent structures must not be located within any easement or right-of-way. 6. The applicant is responsible for the structural integrity of all construction. 7. Care should be taken to ensure that the construction and maintenance process does not impose itself on neighboring properties. It is the responsibility of the applicant to secure approval of construction access across neighboring properties. 8. All improvements must be in compliance with the Covenants, Conditions, and Restrictions for the Subdivision (the "CCRs").

**IT IS THE DUTY OF THE OWNER AND THE CONTRACTOR EMPLOYED BY THE OWNER TO DETERMINE THAT THE PROPOSED IMPROVEMENT IS STRUCTURALLY, MECHANICALLY AND OTHERWISE SAFE AND THAT IT IS DESIGNED AND CONSTRUCTED IN COMPLIANCE WITH APPLICABLE BUILDING CODES, FIRE CODES, OTHER LAWS OR REGULATIONS, AND SOUND PRACTICES. THE ARCHITECTURAL CONTROL COMMITTEE, AND ANY EMPLOYEE OR MEMBER THEREOF, SHALL NOT BE LIABLE IN DAMAGES OR OTHERWISE BECAUSE OF THE APPROVAL OR NON-APPROVAL OF ANY IMPROVEMENT.**

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to the applicable government codes, subdivision CCRs, and other standards. I also certify that the improvement will be completed in accordance with the approved application. I understand that construction is NOT to begin until approval has been received from the Architectural Control Committee (ACC). The ACC has permission to enter the property to make inspection as they deem necessary.

Verification of boundary lines is the responsibility of the property Owner. It is the responsibility of the lot Owner to confirm that any improvements or clearing work are situated within the boundary lines of the Owner's lot. Owner will be liable directly to his neighbor for any encroachments or intrusions \_\_\_\_\_ (initial)

An application that is approved, but construction of the improvements is not completed, then said application is "Incomplete". Incomplete applications remaining on hold after one (1) year will be considered withdrawn and resubmission will be required. \_\_\_\_\_ (initial)

The first application fee is \$50.00. Please make Check or Money Order payable to **CH&P Management**

*Each application submitted hereafter will be \$25.00*

Mail to: CH&P Management, P.O. BOX 1920, Conroe, Texas 77305

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:** \$ \_\_\_\_\_ received on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Check # \_\_\_\_\_

\_\_\_\_\_ APPROVED as Submitted

\_\_\_\_\_ Conditionally Approved (See Attached Conditional Approval Requirements)

\_\_\_\_\_ DENIED (Sent Certified Mail - See Attached Notice)

Comments: \_\_\_\_\_