

**ARCHITECTURAL CONTROL COMMITTEE APPROVAL APPLICATION**

All improvements **MUST** be drawn to scale on a photocopy of the survey. Please indicate how the new structure or improvement relates to the existing structure, and if possible provide a side and rear view. A sketch for mailboxes and gutters is acceptable. In the case of new construction, please enclose two (2) sets of plans, one will be returned with the decision of the ACC/ARC.

**CHAMPION FOREST SUBDIVISION**

OWNER'S NAME \_\_\_\_\_ (if Tenant) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL (Required) \_\_\_\_\_

Please indicate and fully describe the improvement(s) that you propose.

- Paint                       Roof                       Pool/Spa                       Deck                       Patio
- Gazebo                       Storage Shed                       Fence                       Basketball Goal
- Room Addition                       Other

Describe improvement in more detail than you marked above:

\_\_\_\_\_  
\_\_\_\_\_

Location of improvement(s) which you propose - backyard, side-yard, etc. Be specific, showing to scale the property lines, building set back lines, easements, fences, sidewalks, patios, pools. **A PLAT OR SURVEY IS REQUIRED.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Materials planned for the improvement you propose.

Lumber – Type(s) \_\_\_\_\_

Brick – Type(s) & Color \_\_\_\_\_

Screen –Type(s) \_\_\_\_\_

Fence – Types(s) \_\_\_\_\_

Shingles –Type(s) \_\_\_\_\_

Other - \_\_\_\_\_

If you are painting or staining – **YOU MUST** include manufacturer, the manufacturers color name and the color code. Please give particular consideration to the color of the brick when making you paint selection.

Brick Color: \_\_\_\_\_ House Color \_\_\_\_\_

Trim Color \_\_\_\_\_ Garage Door Color: \_\_\_\_\_

Dimensions of Planned Improvement: \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Length

Who will work on this improvement?  Homeowner  
 Contractor-List name and Phone #: \_\_\_\_\_  
\_\_\_\_\_

Start Date \_\_\_\_\_

Completion Date \_\_\_\_\_

For any room additions and storage buildings, you must obtain a construction permit from the City of Houston and/or Harris County within thirty (30) days of the date of approval by the Architectural Control Committee. To obtain a construction permit, contact Harris County, or if you have any questions, call the Building Department at 713-956-3000.

IN AN EFFORT TO PROVIDE AND PROTECT EACH INDIVIDUAL HOMEOWNER'S RIGHTS AND VALUES, IT IS REQUIRED THAT ANY HOMEOWNER OR GROUP OF HOMEOWNERS CONSIDERING IMPROVEMENT (EXAMPLES: EXTERIOR PAINT, PATIO COVERS, FENCES, SIDEWALKS, DECKS, ETC.) ON THEIR DEEDED PROPERTY OTHER THAN LANDSCAPING, SUBMIT A REQUEST FOR HOME IMPROVEMENT APPROVAL TO THE ARCHITECTURAL CONTROL COMMITTEE FOR APPROVAL BY THE HOMEOWNERS ASSOCIATION PRIOR TO INITIATING WORK ON PLANNED IMPROVEMENTS. IF ANY CHANGE IS MADE THAT HAS NOT BEEN APPROVED, THE COMMITTEE HAS THE RIGHT TO ASK THE HOMEOWNER TO REMOVE THE IMPROVEMENT FROM HIS PROPERTY. I UNDERSTAND THAT THE ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING REGARDING THEIR DECISION. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT(S) UNTIL THE ARCHITECTURAL CONTROL COMMITTEE NOTIFIES ME OF THEIR APPROVAL.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

**FOR ASSOCIATION & OFFICE USE ONLY**

Date Received \_\_\_\_\_ Date submitted to ACC/ARC \_\_\_\_\_

Comments for Committee from FirstService Residential: D/R: ASSESSMENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  APPROVED  DENIED

Comments or Contingencies from ACC/ARC: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACC/ARC Signatures: \_\_\_\_\_  
\_\_\_\_\_

Please provide drawing of improvement with distances labeling the location of improvements to scale.

**RETURN REQUEST FORM TO:**

FirstService Residential  
2204 Timberloch Place, Suite 180 The  
Woodlands, Texas 77380

Phone: (281) 681-2000

Fax: (888) 569-1155

e-mail: [ashleigh.kern@fsresidential.com](mailto:ashleigh.kern@fsresidential.com)

