

Property Modification Approval Request Form

As part of an Homeowners Association, owners agree to abide by the Declaration of Covenants, Conditions and Restrictions (a.k.a. CCRs or Deed Restrictions). The Deed Restrictions protect property values by keeping the community a highly desirable place to live. Architectural Control Committee (ACC) approval must be obtained **prior to the start of an exterior change project**. To avoid a delay, a request should be as complete as possible. Typed or legibly printed forms are preferred. **Additional details may be required prior to any work commencing**. Incomplete change requests will be returned for additional information. Incorrect information or changes made after final approval will invalidate an approval. The goal of the ACC is to ensure that all changes to properties conform to the appropriate Deed Restrictions for the community.

1 ABOUT THE OWNER

Name:	
Address:	
Email:	
Phone:	Best time to call:

2 ABOUT THE PROJECT

Proposed start date:	Proposed completion date:
Describe the nature of the project: (attach pages as necessary)	
Location: (attach sketch/drawing)	
Dimensions:	Distance from fences and easements:
Colors:	Shape:
Materials:	
Builder:	
Other: (specify)	

IMPORTANT: Include plan view and elevation drawings (to scale) plus any other supporting documents indicating project's location and its relationship to property lines, neighbors, construction, easements, etc.
 Fence stain to comply with rules and guidelines, if they exist. If no rule or guideline exist, **ALL stain choices must be approved by ACC in advance.**
 Approved projects must be completed within 90 days of approval date unless otherwise noted by ACC. If an extension is needed to complete your project please contact your assigned Association Manager – Board approval will be needed.

3 ABOUT THE REQUIREMENTS

Yes	No	Pending	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have read the appropriate Deed Restrictions, rules and guidelines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have obtained a City building permit as necessary (attach copy)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This project will require a fence removal (if yes, Association Manager will be copied)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor signs to be removed once project is completed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed project will be visible from the street
Check any that apply:			Corner lot Wrought Iron Fencing Project already started/completed
Homeowner's Signature:			Date:

▪ **Signature constitutes permission for ACC members to inspect property and agreement to abide by ACC's decision.**
 ▪ **Inclusion of an email address authorizes the ACC Committee to use email for official responses to this request.**

Mail or email this request, along with all supporting documents, drawings, photographs, etc. to:



4760 Preston Road
 Suite 244-PMB 238
 Frisco, Texas 75034
ACC@4SightPM.com

For additional information email or call:
 (469) 287-8583
ACC@4SightPM.com
 Fax (469) 287-8584