

ARCHITECTURAL CONTROL COMMITTEE APPROVAL REQUEST

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. **NO CONTRACTOR SIGNS ARE PERMITTED.**

MEMORIAL NORTHWEST SUBDIVISION

OWNER'S NAME _____ (if Tenant) _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____ FAX PHONE _____

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 that you marked above:

Location of improvement(s) which you propose, backyard, sideyard, 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 three (3) paint/stain sample and brand/manufacturer. 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 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 BEE 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 CMS: D/R: _____ ASSESSMENT: _____

Date: _____ APPROVED DENIED

Comments or Contingencies from ACC/ARC: _____

ACC/ARC Signatures: _____

RETURN REQUEST FORM TO:

Consolidated Management Services
2204 Timberloch Place, Suite 245
The Woodlands, Texas 77380

Phone: (281) 296-9775

Fax: (281) 296-9788

e-mail: conmgsvc@swbell.net

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