

# Property Modification Approval Request Form

Architectural Control Committee (ACC)



## 1. ABOUT THE PROCESS

The Declaration of Covenants, Conditions and Restrictions (the "Deed Restrictions") for the Association specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the **Architectural Compliance Committee (ACC)** before the improvement begins. The Deed Restrictions protect HOA property values by keeping the community a highly desirable place to live.

The goal of the AAC is to assure that all changes to your property conforms to the appropriate Deed Restrictions. ACC approval should not be construed to mean the ACC is responsible for defects in plans or specifications, any structural problems or defects in construction or material and/or workmanship. Nor does ACC approval imply compliance with any applicable laws, building codes, or governmental regulations. ACC approval does not imply compliance nor waive the homeowners obligation in areas for which they are responsible (e.g. Building Permits). Obtaining and building permit and/or meeting any or all requirements of a governmental and/or regulatory agencies does not constitute ACC approval.

Allied HOA Management acts as a liaison between the ACC and homeowners. Allied is not the ACC and does not make ACC determinations. Allied HOA Managers cannot fill out the ACC request form, plat, materials list, etc., for the homeowner. It is the responsibility of the homeowner to obtain and complete these items.

Please complete this form and submit it with your plans and specifications for the proposed improvement. Once Allied receives your completed application, it is immediately logged and forwarded to the ACC. In accordance with the DCC&R guidelines, the ACC is allowed up to (30) thirty days in which to make and notify you of its determination.

## 2. ABOUT THE PROPERTY

Home Owners Association Name

Property Address

Owner Name:  E-Mail:  Phone:

Owner Name:  E-Mail:  Phone:

## 3. ABOUT THE PROJECT

Proposed Start Date:  Proposed Completion Date:

Describe The Project:

Attach pages as necessary to fully explain your project and compliance with the Covenants of the HOA. **Requirements include:**

1. A plot plan or survey showing the location and dimensions (including height/vertical) of all existing and proposed improvements. The drawing must indicate project location and its relationship to property lines, neighbors, construction, easements, etc.
2. The structural design, exterior elevations, exterior materials, colors, textures and shapes of all improvements described.
3. Existing and finished grades and lot drainage provisions shall be indicated.

## 4. ABOUT THE REQUIREMENTS

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have read the appropriate Deed Restrictions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will the completed project be visible from the street
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This project will require a fence removal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have obtained a City building permit

Email, upload, or mail this request, along with all supporting documents, drawings, photographs, etc. to:

Email: [info@alliedhoamanagement.com](mailto:info@alliedhoamanagement.com)

Upload: [www.alliedhoamanagement.com/accrequest](http://www.alliedhoamanagement.com/accrequest)

Mail: 1900 Country Club Drive. Ste 120; Mansfield, TX 76063

Help: [info@alliedhoamanagement.com](mailto:info@alliedhoamanagement.com) or call 817-200-7606

## 5. CERTIFICATION AND SUBMISSION

Homeowner certifies that all materials submitted to the ACC with this application for review are true and correct. Homeowner understands and agree that no work may be performed prior to or in deviation from the terms of a permit approved by the ACC.

Property Owner Signature:  Date:

Property Owner Signature:  Date:

### ARCHITECTURAL COMPLIANCE COMMITTEE (ACC) USE ONLY

Received From Owner:  Sent to ACC:  ACC Decision Date:

Approved – Contingent upon the following criteria

Not Approved – Based on the following criteria: