

Please return to:
Post Oak Property Management
27101 Westheimer Pkwy
Katy, TX 77494
Phone: 281-647-6119
E-Mail: info@postoakproperties.com

ARCHITECTURAL CHANGE REQUEST FORM

In an effort to protect each individual homeowner's rights and property values, it is required that all exterior improvements as described in the current deed restrictions must have the approval of the Architectural Review Committee prior to initiating the work.

Name: _____ Address: _____

Phone: _____ Email: _____ Construction Dates: From: _____ To: _____

Please check the improvement(s) applicable to your request & see the next page for additional information that may be required.

- | | | |
|--|--|---|
| <input type="checkbox"/> Repair Exterior Wood/Brick | <input type="checkbox"/> Install Patio / Patio Cover | <input type="checkbox"/> Pool / Spa |
| <input type="checkbox"/> Repair and or Install Fence | <input type="checkbox"/> Repaint Residence Same Color | <input type="checkbox"/> Add Separate structure/building
(Storage, Tool Shed, Fort, Jungle
Gym, Satellite Dish, Etc.) |
| <input type="checkbox"/> Install Siding | <input type="checkbox"/> Paint Residence a Different Color | <input type="checkbox"/> Other |
| <input type="checkbox"/> Replace Door/Garage Door | <input type="checkbox"/> Install Solar Panels | |
| <input type="checkbox"/> Install / Remove Tree | <input type="checkbox"/> Driveway Expansion | |

Describe changes with complete details to assist the Committee with their decision. Include materials and colors to be used. Attach drawings, diagrams, and architects' drawings/blueprints, if available.

Your form will not be considered complete and reviewed unless everything is completely filled out and the required drawings and/or plot plan attached.

"I understand that the Architectural Review Committee will act on the request as quickly as possible and contact me regarding its decision. I agree not to begin the proposed project until the Architectural Review Committee, or its designee notifies me of approval. I also understand that in the event a dispute arises, I can appeal to the Board of Directors for resolution of the matter."

Homeowner's Signature: _____ Date Applied: _____

Comments: _____

For Office Use Only

Date Received _____ Date Approved / Rejected _____

NOTES:

***HOMEOWNERS ARE RESPONSIBLE FOR ANY PERMITS AND CALL BEFORE YOU DIG**

INSTRUCTIONS FOR ATTACHED DRAWINGS

Submit a copy of the survey of your lot with a scaled sketch of proposed change(s). The survey is a plot plan view of your lot showing property lines (including easements), main and side streets, and an outline of your home. You received a survey of your property when you closed on your home.

Locate, **with dimensions**, your proposed improvement. (Distinguish proposed improvements from existing structures.)

If you are building or locating an accessory building, greenhouse, etc. indicate the exact distance from the property lines. Be sure to check Deed Restrictions and Architectural Guidelines for compliance.

If you are proposing a room addition, patio, or any other architectural addition or change, the Committee will need an elevation and side view. Be sure to check Deed Restrictions and Architectural Guidelines for compliance.

Indicate type and color of material to be used. Your choice should be in harmony with the existing materials.

Show all pertinent dimensions, height, length, width, slope of roof and location of windows and doors. Point out any important features.

If improvements are placed on a concrete foundation or slab, indicate size (height and area dimensions in addition to improvement) on the survey.

Feel free to submit sample materials, photographs, sales literature, etc., which may help the Committee in making an evaluation.

Read your relevant deed restrictions for guidance.

Please submit complete drawings to the best of your ability. Inadequate drawings will only delay your application.

PLEASE ALLOW THE ASSOCIATION 30 DAYS TO REVIEW AND RESPOND TO YOUR REQUEST.