



Woodforest Civic Association, Inc.

When submitting drawings for any new construction, building add-ons or self-standing structures attached to the home, the drawings must be of professional grade and quality drawn by a capable professional.

When submitting drawings for other projects such as, but not limited to, Driveways, Fences, Pools, Storage buildings, Decks, Gazebos, you may draw the plans yourself. If you choose to draw your own plans, plans must contain all necessary information required on the ACC request form. Dimensions of the project, location of project relative to main structure, building lines, and materials to be used.

Self-drawn plans must be legible and lines and dimensions must be accurate. If you need assistance in drawing your plans, we have a list of local college students that can assist you for a small fee.

ACC/Deed Restrictions

WOODFOREST CIVIC ASSOCIATION, INC.

ACC REQUEST FORM

713-453-1503 Ofc 713-450-2920 Fax

Email: woodforest@comcast.net

In an effort to provide for and protect each owners' rights and property values, all owners considering improvement and/or change of their property (other than normal landscaping) must:

- submit a REQUEST FOR IMPROVEMENT APPLICATION FORM to the Architectural Control Committee (ACC) prior to the planned improvements and/or changes in accordance with the DEED RESTRICTIONS, and
- a BEFORE picture of the home and/or the area of the proposed changes,
- submit material color samples,
- and/or drawings, if required (as stated in #3.)

PLEASE COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED, IT CANNOT BE PROCESSED AND WILL BE DENIED. [If any change is made that has not been approved, the Committee has the right to require the owner to remove the improvement and/or change from the property at the owner's expense.] Violations on this issue may result in written notification of levying a \$50 fine, due and payable in full within thirty (30) days from the date of said letter or amount will be added to your account.

NAME OF OWNER _____ WORK NO. _____

PROPERTY ADDRESS: _____ HOME NO. _____

MAILING ADDRESS (if different from above): _____

SEC/BLK/LOT ____ / ____ / ____ FAX OR EMAIL ADDRESS: _____

1. TYPE OF IMPROVEMENT (please be specific as to the work to be done):
- | | | | |
|---|--------------------------|----------------------------------|--------------------|
| _____ Paint | _____ Roof | _____ Patio | _____ Storage Shed |
| _____ Fence | _____ Pool/Spa | _____ Deck | _____ Driveway |
| _____ Garage | _____ Landscape Statuary | _____ Addition to Home or Garage | |
| _____ Other (please be specific): _____ | | | |

WHO WILL DO THE ACTUAL WORK FOR THIS IMPROVEMENT:

Contractor _____ Homeowner _____

2. LOCATION AND PLACEMENT OF IMPROVEMENTS: Please submit detailed drawings of the proposed project. **IMPORTANT:** Please show the location of street, house and lot lines on the drawing. If the addition will be a room added to the home, or a patio cover, shed, fencing or similar improvement, show two (2) views of the proposed project. One drawing should show the improvement's relationship to the home and the second its relationship to the property lines. **ALSO ATTACH A COPY OF YOUR PROPERTY PLAT MAP** (Given to you at closing).

LOCATION OF IMPROVEMENT: _____ Front _____ Back _____ Side
SIZE OF STRUCTURE: _____ Height _____ Width _____ Length

3. **MATERIALS NECESSARY FOR PROPOSED IMPROVEMENT AND/OR CHANGE:**
ATTACH A SAMPLE OF EACH PAINT COLOR AND/OR SHINGLE TO BE USED IN THE CONSTRUCTION. (If not specified in the drawing, list each item of construction materials.)

Material:

- _____ Paint (type)
- _____ Paint (type)
- _____ Stain
- _____ Lumber
- _____ Shingles

Exterior Color Scheme:

- _____ House Color: _____
- _____ Trim Color: _____
- _____ Garage Color: _____
- _____ Other: _____

4. FEES ASSOCIATED WITH CERTAIN IMPROVEMENTS:

New Home Construction: A \$125.00 fee to ACC for Review of Plans (non-refundable), and a \$500.00 clean up fee (refundable after final inspection if no damages were done and all debris from construction has been cleaned up). Other fees may be required depending on any circumstances out of the ordinary.

Existing Home/Major Projects: A \$250.00 clean up fee for room additions, additions to driveway, garage or patio/pool where concrete might be poured and during any renovation where a dumpster will be required (refundable after final inspection).

NOTE: There are NO FEES for exterior painting, re-roofing, minor driveway expansions, fencing, or normal home repairs.

HOMEOWNER NOTES:

I understand that the Association's ACC will act on this request as quickly as possible and notify me of their decision. I also understand that the ACC has 30 days to review the plans. I hereby agree not to begin any improvements and/or changes until the ACC notifies me of their approval.

***ESTIMATED START DATE:** _____ ***ESTIMATED COMPLETION DATE:** _____

x _____
Signature of Owner Date

FOR ACC USE ONLY

_____ **APPROVED (in accordance with the Restated/Amended Rules & Regulations)**
_____ **APPROVED WITH CONDITIONS** or _____ **REJECTED**

COMMENTS/CONDITIONS:

ACC MEMBER SIGNATURE DATE

ACC MEMBER SIGNATURE DATE

ACC MEMBER SIGNATURE DATE

Revised 1/2018