

## **ARC Request Fact Sheet**

- Each project item must be on a separate application, see the below example:
  - If you are installing a pool that will be fenced in and adding landscaping, that project would require 3 ARC request applications.
- The committee has 30 days to review each application, however the goal is to review all applications in a timely manner.
- If the application is not complete when submitted, you will receive a denial and must resubmit with the required documentation.
  - Each request must be submitted with a plat map indicating where the requested item will be constructed on the Lot.
  - Samples of the exact colors and materials must be provided with the application.
- No work is authorized until you receive an approval in writing from the committee.
- If work is constructed and is an unapproved item, the committee has the legal authority to have the item removed or changed to meet the requirements set forth in the governing documents.
- It is the owner's responsibility to obtain all legally required permits and inspections for their project.

*For questions, please email [support@countryoaksbrazoria.com](mailto:support@countryoaksbrazoria.com) or call 979.459.2081.*

# Architectural Request Form

Name of Community: \_\_\_\_\_

Name: \_\_\_\_\_ Date Form Submitted: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

## **Type of Changes:**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Fence                 | <input type="checkbox"/> Deck           | <input type="checkbox"/> Covered Porch | <input type="checkbox"/> Utility Building |
| <input type="checkbox"/> Patio                 | <input type="checkbox"/> Pool           | <input type="checkbox"/> Garage        | <input type="checkbox"/> Home Addition    |
| <input type="checkbox"/> Exterior Color Change | <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Roofing       | <input type="checkbox"/> Landscaping      |
| <input type="checkbox"/> Other: _____          |   |  |   |

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Color: \_\_\_\_\_

Materials: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

### **INSTRUCTIONS: Please read and follow carefully.**

- Attach a **written description** of the scope of the proposed changes including the general nature of the work, location of the changes, colors and materials to be used plus any plans, drawings, photos or brochures necessary to illustrate the dimension, size and appearance. Please be sure to include details of any landscaping changes or removals which may be necessary to accomplish the changes proposed.
- Attach a **property survey or plat map** with the location of the proposed changes clearly marked on the survey. This item **MUST** be included so that there is a clear understanding of precisely where the changes will occur in relation to the home, driveway, other structures and any easements or rights of way which may exist on the property.
- COMPLETE requests can be mailed to: **17424 W. Grand Parkway #180 Sugar Land, TX 77479**  
OR requests which can be assembled electronically into a **single email** with preferably a single PDF attachment (including this form and the items described above) can be sent to [support@countryoaksbrazoria.com](mailto:support@countryoaksbrazoria.com).

**IMPORTANT:** Please allow up to 3-4 weeks for the community to complete the review and response process. Requests which do not include the items described above will delay the process. The review and response is based on the community's governing documents and the information submitted with this request. The property owner is responsible for investigating and complying with any and all other local requirements, permits or jurisdictions the property is subject to.

**\*\*\*Fencing:** Neighbors should collaborate on fencing options when possible. In the event your fence will attach to your neighbor's fence, a signature from the adjacent owner is required. (Signatures from renter or tenant is not allowed).

\_\_\_\_\_  
Homeowner (Neighbor) Signature

\_\_\_\_\_  
Homeowner (Neighbor) Signature

### Committee Use Only

- Approved     Denied

Comments:

\_\_\_\_\_  
(Name of Committee Member)

\_\_\_\_\_  
(Signature Of Committee Member)

\_\_\_\_\_  
(Date)