

**SOUTH SHORE HARBOUR COMMUNITY ASSOCIATION, INC.**  
**SSHCA AC FORM**

Please return completed form to: [soushore@ciramail.com](mailto:soushore@ciramail.com)

**REQUEST FOR ARCHITECTURAL COMMITTEE REVIEW OF A PROPOSED HOME IMPROVEMENT**

**1 PROPERTY OWNERSHIP AND DESCRIPTION**

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME #: \_\_\_\_\_ CELL #: \_\_\_\_\_ EMAIL #: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

**2 IMPROVEMENT PROPOSED (CHECK APPLICABLE)**

LANDSCAPING     SWIMMING POOL     PATIO COVER     ROOM ADDITION     ROOFING  
 CONCRETE OR BRICK DRIVEWAY MODIFICATION     DETACHED GARAGE ADDITION OR MODIFICATION     EXTERIOR LIGHTING  
 CONCRETE OR BRICK PATIO ADDITION OR MODIFICATION     WOODEN DECK ADDITION OR EXTENTION     BIRD HOUSE  
 WOODEN OR METAL FENCE: REPLACE OR NEW     DECORATIVE STEEL OR ALUMINUM DRIVEWAY GATE     BASKETBALL GOAL  
 TRIM OR SIDING     EXTERIOR PAINTING     STORM DOOR     GENERATORS     SWING SET OR PLAY STRUCTURE  
 WIDOW REPACEMENT     WINDOW SCREENING     GAZEBO, PAVILION, OUTDOOR KITCHEN     DECORATIVE APPURTENANCE  
 FLAGS/FLAGPOLE     SIGNS     SOLAR SCREENS    OTHER: \_\_\_\_\_

**Please provide a written description of the proposed improvement(s) in Section 5 of this form.**

**3 CONTRACTOR (Please write OWNER below if owner proposes to act as own contractor)**

**NOTE: NO CONTRACTOR SIGNS PERMITTED**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**If BY OWNER please state qualifications for doing improvement(s) yourself:**

**4 REQUIRED SUBMITTALS (CHECK APPROPRIATE)**

PROVIDE A COPY OF **LOT SURVEY** SHOWING LOCATION OF PROPOSED IMPROVEMENT(S). \_\_\_\_\_

PROVIDE PLANS AND SPECIFICATIONS REQUIRED FOR ANY STRUCTURAL CHANGES \_\_\_\_\_

PROPOSED EXTERIOR PAINT (COLOR WITH SAMPLE): \_\_\_\_\_

EXISTING EXTERIOR PAINT COLOR (REQUIRED): \_\_\_\_\_

EXISTING BRICK COLOR (REQUIRED): \_\_\_\_\_ PROPOSED BRICK COLOR. (WITHSAMPLE) \_\_\_\_\_

INCOMPLETE SUBMITTAL PACKAGES WILL DELAY REVIEW PROCESS. SUBMITTAL OF **COLOR PHOTOS** ARE REQUIRED AND MAY ACCELERATE REVIEW PROCESS, AND IN SOME CASES, MAY BE REQUIRED BY THE AC.

**5 WRITTEN DESCRIPTION OF PROPOSED IMPROVEMENT(S)**

PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED IMPROVEMENT(S). AS APPROPRIATE, DISCUSS SIZE, LOCATION, DIMENSIONS, HEIGHT, COLOR AND MATERIALS TO BE USED. SPECIFY A DESIRED START DATE AND THE ANTICIPATED COMPLETION DATE FOR THE IMPROVEMENT(S).

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**6 NOTICES**

**UTILITIES**

WITH THE EXCEPTION OF FENCES, IMPROVEMENTS THAT PROPOSE EXCAVATION OR DIGGING WITHIN THE LIMITS OF UTILITY EASEMENTS IS DISCOURAGED AND, IN MOST CASES, NOT APPROVED BY THE AC. BEFORE DIGGING OR EXCAVATING ANYWHERE IN YOUR YARD CALL FOR SERVICE LINES TO BE LOCATED EITHER BY STAKES, PAINT OR FLAGGING. SOME LINES ARE IN EASEMENTS AND SOME ARE NOT. **CALL 811 FOR LOCATIONS** OF GAS, POWER, TELEPHONE AND CABLE LINES. THIS WILL TAKE A FEW DAYS.

**ARCHITURAL COMMITTEE (AC) RESPONSE**

A FORMAL RESPONSE SHOULD BE FORTHCOMING TO THE HOMEOWNER FROM THE AC WITHIN FIVE (5) TO TEN (10) BUSINESS DAYS. HOWEVER, THE AC HAS A MAXIMUM OF FORTY-FIVE (45) BUSINESS DAYS TO RESPOND TO A REQUEST. TO AVOID POSSIBLE DELAYS, FILL OUT THE AC FORM COMPLETELY AND INCLUDE **ALL** REQUIRED INFORMATION.

**7 OWNER'S ACKNOWLEDGEMENT**

THE UNDERSIGNED REQUESTS THE ARCHITECTURAL COMMITTEE (AC) REVIEW OF THE PROPOSED IMPROVEMENT(S). PROPOSED HEREIN IN ACCORDANCE WITH THE COVENANTS, CONDITIONS AND RESTRICTIONS OF THE SOUTH SHORE HARBOUR COMMUNITY ASSOCIATION, INC. AND THE DEED RESTRICTIONS AND BYLAWS. IT IS UNDERSTOOD THAT THE ASSOCIATION MAY REQUIRE REMOVAL OR MODIFICATION OF ANY IMPROVEMENT(S) MADE PRIOR TO THE AC'S REVIEW OR AFTER DENIAL. IT IS FURTHER UNDERSTOOD THAT MODIFICATIONS/ ADDITIONS TO ANY EXISTING OR NEW STRUCTURE(S) MAY REQUIRE A CITY OF LEAGUE CITY BUILDING PERMIT FOR WHICH APPLICATION SHALL BE MADE SEPERATELY BY THE OWNER.

SIGNATURE OF HOMEOWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*\*FOR ARCHITECTURAL CONTROL COMMITTEE ONLY\*\*\***

REQUEST:  ACCEPTED  ACCEPTED W/STIPULATIONS  DENIED  DENIED & RETURNED FOR MORE INFORMATION

ACC COMMENTS:

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AC ACKNOWLEDGEMENT(S):

Chair: \_\_\_\_\_

Member: \_\_\_\_\_

Date: \_\_\_\_\_

Member: \_\_\_\_\_