

**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). Including but not limited to the following:**

- LANDSCAPING     SWIMMING POOL     PATIO COVER     ROOM ADDITION     STORM DOOR     ROOFING
- CONCRETE OR BRICK DRIVEWAY EXTENTION     GARAGE ADDITION OR MODIFICATION     EXTERIOR LIGHTING
- PATIO, ADDITION, EXTENTION OR MODIFICATION     WOODEN DECK ADDITION OR MODIFICATION     EXTERIOR PAINTING
- WOODEN OR METAL FENCE ADDITION OR EXTENTION     DECORATIVE STEEL OR ALUMINUM DRIVEWAY GATE     SIDING OR TRIM
- AIR VENT OR WIND TURBINE     WINDOW SCREENING     SATELLITE DISH OR ANTENNAE.     SOLAR PANELS
- GAZEBO, OUTDOOR KITCHEN, PAVILION     DECORATIVE APPURTENANCE     SATELLITE DISH OR ANTENNAE     SIGN
- SWING SET OR PLAY STRUCTURE     BASKETBALL GOAL     FLAG AND/OR FLAGPOLE     BIRD HOUSE     GENERATORS
- 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)**

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 (WITH SAMPLE): \_\_\_\_\_

INCOMPLETE SUBMITTAL PACKAGES WILL DELAY REVIEW PROCESS. SUBMITTAL OF COLOR PHOTOS ARE REQUESTED 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 ACC. 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 LOCATES** OF GAS, POWER, TELEPHONE AND CABLE LINES. THIS WILL TAKE A FEW DAYS.

### ACC RESPONSE

A FORMAL RESPONSE SHOULD BE FORTHCOMING TO THE HOMEOWNER FROM THE ACC WITHIN FIVE (5) TO TEN (10) BUSINESS DAYS. HOWEVER, THE ACC HAS A MAXIMUM OF FORTY-FIVE (45) BUSINESS DAYS TO RESPOND TO A REQUEST. TO AVOID POSSIBLE DELAYS, FILL OUT THE ACC 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 THEIR 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    \_\_\_ DENIED    \_\_\_ DENIED & RETURNED FOR MORE INFORMATION

ACC COMMENTS:

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AC ACKNOWLEDGEMENT(S):

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DATE: \_\_\_\_\_