

SOUTH SHORE HARBOUR COMMUNITY ASSOCIATION, INC.
SSHCA AC FORM

Please return completed form to: soushore@ciaramail.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
____ WINDOW REPLACEMENT ____ 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).

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:

AC ACKNOWLEDGEMENT(S):

Chair: _____

Member: _____

Date: _____

Member: _____