



Architectural Review Process and Procedures Application

OWNERS ACKNOWLEDGEMENTS:

I understand:

- No work on this request shall commence until I have received approval of the ACC Committee.
- Any construction or alteration to the subject property prior to approval of the ACC is strictly prohibited. If I have commenced or completed any construction or alteration to the property and any part of this application is disapproved, I may be required to return the property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- Any approval is contingent upon construction or alterations being completed in a neat and orderly manner.
- There are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors.
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- Any variation from the original application must be resubmitted for approval.
- If approved, said alteration must be maintained per the Declaration of Covenants for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- I acknowledge and agree that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and Association assume no liability and make no representations regarding adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. I agree to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.
- It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with the applicable building codes, fire codes, other laws or regulations and sound practices. Your Association, the ACC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.
- All improvements approved by the ACC must be started within one year from the date of approval. All work approved by the ACC shall be completed within 90 days of commencement. After completion, each request will be subject to approval by a member of the Board of Directors (BOD) or ACC for compliance.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the ACC Committee. The ACC/BOD has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: _____ **Date:** _____

Co-Owner/Applicant Signature: _____ **Date:** _____

Informational Addendum:

APPLICATION: The application must be complete and be accompanied with necessary documents, photos, drawings, brochures, plot plan with requested improvement location shown, and any other information necessary to present to the ACC. Property owners must sign the applications. **Modifications are not permitted to commence until the request has been approved by the ACC.**

REVIEW PROCESS: All applications will be considered at the monthly ACC meeting, the 2nd Sunday of each month at 7pm in the HOA conference room. Standards for approval include but are not limited to: aesthetic consideration, materials to be used, compliance with design standards adopted by the ACC, any other matter deemed to be relevant by the ACC.



Seis Lagos Homeowner's Association Architectural Control Committee Submission Form

Once complete, submit application to: 224 Seis Lagos Trail, Wylie, TX 75098

Owner (Applicant): _____ Lot/Block: _____

Property Address: _____ Zip Code: _____

Contractor Information:

Contractor Name: _____

Contractor Phone: _____ Contractor Email: _____

Project Start Date: ___/___/___ Project End Date: ___/___/___

Contact information should the Committee wish to contact you for additional information:

Phone: Cell) _____ Work) _____

Email Address: _____

Modification or Addition Requesting:

- | | | |
|--|---|--|
| <input type="checkbox"/> Detached Structure/Building | <input type="checkbox"/> Fence/Electric Fence | <input type="checkbox"/> Pool/Spa |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Exterior Modifications | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Outdoor Kitchen |
| <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Ornamentation | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Retaining Wall/Wing Wall | <input type="checkbox"/> Patio/Arbor/Deck | _____ |

Description of and reason for request (**Required**): _____

Is this request in response to a violation letter sent to you: Yes No

Please make sure you have attached/included all of the following information:

- o A completed Submission Form (including signature below the Owner Acknowledgement on next page)
- o A description of the project, including height, width, and depth, roofing materials, colors, etc.
- o A complete materials list of the project, including paint samples and /or stain color
- o A picture or drawing of the intended project (sketches, clippings, catalog illustrations and other data)
- o A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures)

For Office/Committee Use Only:	
Date Submission Received: _____	<input type="checkbox"/> APPROVED AS SUBMITTED
<input type="checkbox"/> APPROVED W/STIPULATIONS <input type="checkbox"/> DENIED <input type="checkbox"/> DENIED-INSUFFICIENT INFORMATION <input type="checkbox"/> DENIED-CURRENT VIOLATION	
STIPULATIONS: _____	

ACC Signature: _____	ACC Signature: _____
ACC Signature: _____	ACC Signature: _____
Committee Pre-Approval Inspection: _____	Committee Post-Completion Inspection: _____