

Request for Home Improvement Approval

Wilderness Trails Architectural Control Committee
P.O. Box 65, Friendswood, TX 77549-0065

Home Owner Information

Name:

Home Phone:

Address:

Alternate Phone:

Email:

Homeowner shall submit this form to the Architectural Control Committee at least thirty (30) days prior to the planned start date to allow sufficient time for review. Any changes made to the plans after approval are subject to review (and shall be submitted for evaluation) by the Committee. Homeowner is responsible for obtaining City building permit as required. The Committee will contact the homeowner to acknowledge receipt of the request and documentation; this begins the 30 day review period.

Desired Start Date:

In an effort to preserve and protect the individual homeowners rights and property values, it is required that proposed improvements (Examples: exterior paint, patio covers, decks, outside buildings, room additions, fences, sidewalks driveways, etc.) other than landscaping be submitted for approval to the Wilderness Trails Architectural Control Committee prior to beginning construction. Wilderness Trails Homeowners Association has the legal right to require removal of unapproved improvements. It is the responsibility of the homeowner to ensure the project conforms to the Friendswood City Code, the Wilderness Trails *Covenants and Restrictions*, and the Wilderness Trails *Minimum Building Standards* documents. For assistance locating these documents see the web site (<http://www.wthoa.org>) or contact a Wilderness Trails Homeowners Association Board Member.

Signature of Homeowner

Date

Signature of Architectural Control Committee

Date

Approved

Approved as Marked

Disapproved

Initials:

Date:

Explanation:

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Project Information

Type of Improvement:

Work will be performed by:

Summarize the types of work involved:

Structural:

Mechanical:

Exterior:

Fencing:

Information and attachments that aid in the review process:

- Improvements should be drawn to scale.
- When not duplicating existing work, include color and/or material samples.
- Use the plot plan or property survey, when possible, to indicate the location of the improvement on the property.
- Pool projects: include equipment and materials specifications, a project drawing and a water drainage plan.
- The post office box is not checked daily; postal mail can add 6 to 10 days to the process.
- When possible, e-mail will be used to expedite the process. Digital documents (PDF or JPG) can be emailed to the committee (see website).
- Pictures of the area being improved can be very helpful.