

**APPLICATION FOR APPROVAL TO MODIFY HOME OR PROPERTY**

**NORTHFIELD I & II POA**

**2002 W. Grand Parkway N. Suite 100  
Katy, Texas 77449  
Phone: 281-870-0585  
[modifications@inframark.com](mailto:modifications@inframark.com)**

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner or group of owners considering improvement of their property which would affect the exterior appearance of a building, or construction or installation of improvements (examples: basketball goal, patio covers, outside buildings, fences, pools, landscaping, etc.), **MUST** submit a Request for Home Improvement Approval to the Review Committee **PRIOR** to initiating work on planned improvements. If any change is made that has not been approved, the Committee has the right to ask the homeowner to remove the improvement from the property.

**THE FOLLOWING APPLICATION SUBMITTAL FEES WILL BE REQUIRED IN ADVANCE:  
(There is a limit to three (3) projects per application, the higher fee of the 3 will prevail.)**

- Tier I [landscaping / sprinkler system / yard art, etc.] – \$25.00**
- Tier II [play structures / roof replacement/repair/ fence extension, etc.] – \$75.00**
- Tier III [patio covers / patio extensions / storage buildings / pools / outdoor kitchens, etc.] - \$125.00**
- Tier IV [home additions / reconstructions / cabanas/ garage additions / Porte cochere, etc.] - \$225.00**
- New Home Construction or Rebuild - \$350.00**

**PLEASE MAKE CHECK(S) OUT TO YOUR COMMUNITY NAME, "NORTHFIELD I & II POA"**

Please fill out this form in complete detail. DATE OF APPLICATION: \_\_\_\_\_

**SECTION:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_ E-MAIL / ALTERNATE ADDRESS \_\_\_\_\_

TYPE OF IMPROVEMENT: \_\_\_\_\_

**(IF THE PROPOSED MODIFICATION OR REPAIR INVOLVES AN EXTERIOR MODIFICATION OTHER THAN PAINT, STAIN OR ROOF REPLACEMENT, A COPY OF THE LOT SURVEY OR DRAWING OF THE PROPERTY DEPICTING THE LOCATION OF THE PROPOSED MODIFICATION OR STRUCTURE MUST BE ENCLOSED, ALONG WITH THE SPECIFIC DETAIL OF MATERIALS, DIMENSIONS TO INCLUDE HEIGHT, AND PROPOSED FINISH DETAIL OF ANY AND ALL IMPROVEMENTS).**

**MATERIALS:** \_\_\_\_\_

**\*\*PLEASE SUBMIT COLOR SAMPLES FOR ANY PAINT, WINDOW OR SCREEN TINT, ROOFING MATERIALS, BRICK, OR SIDING\*\*  
(Brochures may be substituted)**

DIMENSIONS: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_

LOCATION OF IMPROVEMENT:

\_\_\_\_ Front of House      \_\_\_\_ Roof of House      \_\_\_\_ Garage      \_\_\_\_ Patio  
\_\_\_\_ Back of Home      \_\_\_\_ Side of House      \_\_\_\_ Patio      \_\_\_\_ Fence  
\_\_\_\_ Landscaping      \_\_\_\_ Tree Removal      \_\_\_\_ Other      \_\_\_\_ Windows

I understand that the Architectural Review Committee will act on this request as quickly as possible and contact me in writing regarding its decision. Further, I understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, etc. affecting such improvement(s). I agree not to begin property improvements until the Architectural Review Committee notifies me of its approval.

**\*\*\*FAILURE TO SUBMIT THE SURVEY AND REQUIRED INFORMATION / DEPOSIT / SUBMITTAL FEE COULD RESULT IN A DELAY  
AND/OR AUTOMATIC DISAPPROVAL OF SUBMITTED PLANS. \*\*\***

\_\_\_\_\_  
Homeowner signature                                      Date                                      \_\_\_\_\_ / \_\_\_\_\_  
Construction Start/Completion Date

## PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

FAILURE TO SUBMIT ALL REQUIRED INFORMATION CAN RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION IS PROVIDED. EVERY EFFORT WILL BE MADE TO NOTIFY APPLICANT OF ANY LACKING INFORMATION. THE ARCHITECTURAL CONTROL COMMITTEE WILL REVIEW EACH SUBMITTAL AS QUICKLY AS POSSIBLE UPON RECEIPT OF ALL REQUIRED INFORMATION.

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit plan and elevation drawings showing how the structure will look. Indicate size, overall height, color, materials and roofing. Copy of any permits if applicable. Show placement on the Lot survey and access route to rear of property if applicable.
- 2) If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on Lot survey.
- 3) If you are applying for a **POOL/SPA** you must submit detailed drawings of pool and indicate on Lot survey the location of pool, pool equipment and drain lines. Access to rear of property must be indicated on Lot survey.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample(s) of paint color and location of the color such as “trim”, “body”, “shutters”, etc.; and for siding, product information from the manufacturer. Supply photo of home showing present color, brick, stone, rock, etc.
- 5) If you are applying for a new **ROOF** please submit manufacturer’s name / product name / color name / length of warranty/ specify dimensional or high definition. A color brochure or small sample may be requested if it is an uncommon manufacturer or product.
- 6) If you are applying for new **DOORS, STORM DOORS, OR WINDOWS** please provide photo or brochure of the product and explain the location on the home.
- 7) If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide material data and samples and explain the location on the home.
- 8) If you are applying for **SECURITY CAMERAS, SECURITY GATES/SECURITY BARS** please submit drawing indicating design, size, color, and indicate placement on Lot survey; for cameras, show direction aimed.
- 9) If you are applying for **DECKING/PATIO** please indicate location on Lot survey, materials to be used and height of decking off adjacent ground.
- 10) If you are applying for **CONCRETE WORK/PAVERS, ETC.** (sidewalks, driveway extension, etc.) indicate location on Lot survey. Provide dimensions of improvement, dimensions from side Lot line(s), and description of materials. Provide a color brochure if applicable.
- 11) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit a plant list indicating plant type, size at maturity and indicate placement on Lot survey.
- 12) If you are applying for **FENCING/GATES** please indicate height and materials, provide a drawing for each. Indicate location on Lot survey.
- 13) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, list dimension. Indicate location on Lot survey.
- 14) If you are applying for **SOLAR ENERGY DEVICES**, please provide a photo, description and/or brochure and indicate size, height, color, materials and show location on lot survey. **If the chosen location does not comply with guidelines, please provide energy analysis for the location that is most efficient.**
- 15) If you are applying for a **FLAG POLE**, please submit height, material, installation specifications, and brochure and indicate location on lot survey. Also submit the size and type of flag(s) to be flown.

**PLEASE FORWARD APPLICATION AND SUPPORTING INFORMATION TO THE CONTACT CHOICE(S) ON THE APPLICATION FORM**

**APPLICATION RUSH/PRIORITY REVIEW REQUEST**

*Mail or deliver Request along with Application to:*

**ARCHITECTURAL REVIEW DEPARTMENT  
2002 West Grand Parkway N. # 100  
Katy, TEXAS 77449**

*For questions:*

**Phone 281-870-0585**

**[modifications@inframark.com](mailto:modifications@inframark.com)**

After many requests by homeowners we are pleased to provide this service as an option to those homeowners wishing to insure their application to modify home or property is reviewed as a rush/priority service within the guidelines set forth by the Declaration of Covenants, Conditions, & Restrictions of the Association.

This fee is in addition to any application fees, and/or deposits (if required) the homeowner may be required to pay normally, and shall be paid separately from these. This fee is collected regardless of the review decision of the Committee.

Please indicate the timeframe requested and include the corresponding separate payment by a personal check, cashier's check, or money order made payable to **INFRAMARK I.M.S.** Include this completed Request and payment with your completed Application Review Form, drawings, cut sheets, Lot survey, etc. and corresponding fees and deposit as applicable.

\_\_\_\_\_ Up to five (5) business days from receipt of complete application \$200.00

\_\_\_\_\_ Up to ten (10) business days from receipt of complete application \$100.00

*Address* \_\_\_\_\_ *Association Name* \_\_\_\_\_

*Applicant Name* \_\_\_\_\_ *Contact Number* \_\_\_\_\_

*Email* \_\_\_\_\_

*Applicant Signature* \_\_\_\_\_ *Date* \_\_\_\_\_