

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

**MISSION TRACE**

**ARCHITECTURAL REVIEW COMMITTEE  
2002 W. GRAND PARKWAY N. STE 100  
KATY, TEXAS 77449  
Phone 281-870-0585**

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner considering improvements or change of their property which would affect the exterior appearance, **MUST** submit their request in writing 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.

**APPLICATION SUBMITTAL FEES WILL BE REQUIRED:**

- Tier I [landscaping / sprinkler system / benches/ bird baths /house flag pole /storm door, etc.] - \$0.00**
- Tier II [play structures / basketball goal /roof replacement/ fence extension/generator/ painting, etc.] - \$0.00**
- Tier III [patio covers / patio / storage buildings / pools / outdoor kitchens/driveway extension, etc.] - \$0.00**
- Tier IV [home additions / reconstructions / cabanas/ garage additions / Porte cochere, etc.] - \$350.00**

**PLEASE MAKE CHECK(S) OUT TO YOUR COMMUNITY NAME, "MISSION TRACE"**

It is not possible to list all possible exterior improvements in the list above. If you have questions concerning the fee amount for your specific improvement, please contact us at [modifications@inframark.com](mailto:modifications@inframark.com) or call 281-870-0585 and ask for the ARC Dept.

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\*\***

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, permits, etc. affecting such improvement(s). I agree not to begin property improvements until the Architectural Review Committee notifies me of their 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 REVIEW INSTRUCTION SHEET FOR THE REQUIRED INFORMATION FOR THE PROPOSED CHANGE OR IMPROVEMENT**

## 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**