

INSTRUCTIONS FOR APPLICATION
FOR APPROVAL OF NEW CONSTRUCTION OR MODIFICATION OF EXISTING
STRUCTURE

Architectural Review Committee
2002 W. Grand Parkway N. Suite 100
Katy, Texas 77449
Phone 281-870-0585
modifications@inframark.com

1. Application completed and signed.
2. Complete drawings (11 x 17 or 8 ½ x 11) of what the proposed new construction or improvement(s) will look like. For signage, an image of graphics as they would appear on the structure.
3. A tract survey with the exact property dimensions including easements and any other encumbrances. Indicate exact placement of improvement in relation to all property boundaries.
4. Exact dimensions of the proposed improvement.
5. Description of all materials to be used in the construction of the proposed improvement (i.e. identify fascia material, roof slope, windows, etc.)
6. A digital color sample of material to be used in the proposed improvement and comparison of color with existing schemes if applicable.
7. Landscape plans (if appropriate).

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In an effort to provide and protect each individual property owner's rights and values, it is required that any property owner or tenant of the owner considering improvements of the property which would affect the exterior appearance of a building or the site; or construction of new building(s) **MUST** submit an Application to the Architectural Review Committee **PRIOR** to initiating work on planned improvement(s). If any change is made that has not been approved, the Association has the right to request the property owner/tenant to remove the improvement.

Association Name _____

Parcel Description _____ Acreage _____

Property Address _____

Owner/Agent Information

Company Name and Contact Person _____

Business Address _____

Business Phone: _____ Email: _____

Requested Improvement(s) and Comments: _____

Tenant or Contractor Information

Company Name and Contact Person _____

Business Address _____

Business Phone: _____ Email: _____

I understand that the Architectural Review Committee will act on this request as quickly as possible and contact me and/or tenant or Owner 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). The Committee assumes no responsibility for structural integrity or for mechanical and electrical design with approval of these plans. I agree not to begin property improvements until the Architectural Review Committee notifies me of its decision.

Signature

Owner Agent Tenant Contractor
Circle One

Date Submitted