

## PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

### INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS/MODIFICATIONS

**FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED.**

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey.
- 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 drawing of pool and indicate on lot survey the location of pool and equipment. Must show access to rear of property.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample of color.
- 5) If you are applying for a new **ROOF** please submit manufacturer's name, color name and years warranty.
- 6) If you are applying for new **FRONT DOORS, GARAGE DOORS OR STORM DOORS** please provide photo or brochure.
- 7) If you are applying for **SOLAR SCREEN WINDOW TINTING** please provide material samples.
- 8) If you are applying for **SECURITY CAMERAS, WROUGHT IRON GATES OR BURGLAR BARS** please submit drawings/photo, color, manufacturer's brochure and indicate on lot survey placement.
- 9) If you are applying for **DECKING/PATIO** please indicate location on lot survey, materials to be used and height of decking.
- 10) If you are applying for **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.) please indicate location on lot survey.
- 11) If you are applying for an **ANTENNA** please give size or height of antennae and show location on lot survey.
- 12) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit all details (tree dimension and type) showing placement on lot survey.
- 13) If you are applying for **FENCING** give height, materials and location on lot survey.
- 14) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, indicate location on lot survey.
- 15) If you are applying for **SOLAR ENERGY DEVICES**, please provide a photo, description and/or brochure. Indicate size, height, color, materials and show location on survey.
- 16) If you are applying for a **FLAG POLE**, please submit height, materials, installation specifications, and brochure. Indicate location on lot survey, also; submit the size and type of flag(s) to be flown.

**PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS**

# LAKES OF KATY POA, INC.

## APPLICATION FOR MODIFICATION/ADDITION

Damage Deposit (Pools) - \$2,000.00

Damage Deposit (Additions) - \$1,500.00 - Damage Deposit (Boat Docks) - \$1,000.00

Damage Deposit (Major Landscaping) - \$500.00

Damage Deposits are payable to Lakes of Katy POA

The Application will not be receipted or processed until all applicable deposits are received.

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Builder's Information: \_\_\_\_\_

Builder's Name: \_\_\_\_\_

Builder's Address: \_\_\_\_\_

Builder's Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

May we contact your builder with questions in regards to your submission?: YES or NO (circle one)

PLEASE NOTE: BLUEPRINTS, SAMPLES, ETC. SUBMITTED TO THE ACC WILL NOT BE RETURNED. IF YOU WOULD LIKE A SET OF SIGNED BLUEPRINTS FROM THE ACC, YOU MUST SUBMIT TWO FULL COPIES.

This application is for MODIFICATIONS/ADDITIONS ONLY.

If you ready to submit for NEW CONSTRUCTIONS you must request a different application.

SUBMISSIONS FOR MODIFICATIONS/ADDITIONS INCLUDE THE FOLLOWING:

Full set of construction plans including all ELEVATIONS, ROOFING, ELECTRICAL, FRAMING etc.

\_\_\_\_\_ A site plan showing the location of the improvement in conjunction with the house. It MUST show all SETBACKS and GROUND and ARIAL EASEMENTS (if applicable)

\_\_\_\_\_ Samples of all materials used to complete the improvement

**-Color Pictures and Brochures will be acceptable as samples-**

**Type of Improvement:**

Will the improvement be in the FRONT YARD or BACKYARD:
Will it be visible above the fence line: YES or NO (circle one)
Will it be visible to your neighbors: YES or NO (circle one)
Will the improvement encroach any easements: YES or NO (circle one)
Will the improvement be permanent: YES or NO (circle one)
Will the improvement require regular maintenance: YES or NO (circle one)
Will the improvement interfere with your neighbors' enjoyment of their property: YES or NO (circle one)
Will any trees bigger than 6 Dia. in diameter be removed: YES or NO (circle one)

All applications should be mailed to:

**Inframark**

**2002 West Grand Parkway N # 100**

**Katy, TX 77449**

or emailed to [modifications@inframark.com](mailto:modifications@inframark.com)

**281-870-0585**

Additional information that will be helpful during the review of this application is:

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Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

By submitting this application and by signing below, I understand that the committee will not process the application without all of the information, samples and submission fees. I understand that the committee has up to THIRTY (30) days to review this application. Finally, I understand that if I make any alterations to the plans submitted, I will have to re-submit those changes for prior approval.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Date Application was received: \_\_\_\_\_

Date Application was processed: \_\_\_\_\_

Date "Need More Info" letter was mailed: \_\_\_\_\_

Additional Information/Samples requested:

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Date Application was APPROVED or DENIED