

RIVER FOREST SUBDIVISION

ACC APPLICATION

According to the Declaration of Covenants, Conditions and Restrictions for your Association and in order to protect the rights of each homeowner and their property, any property owner considering changes or improvements MUST submit a completed "ACC Application" form to the Architectural Control Committee for approval. The Architectural Control Committee, according to the Restrictions, has the right to request that any change or improvement be removed from the property until such time as the change or improvement is approved.

PLEASE FILL OUT THIS FORM COMPLETELY AND RETURN TO:

**Graham Management
2825 Wilcrest Dr. #600
Houston, TX 77042**

ANY INCOMPLETE APPLICATION RECEIVED WILL NOT BE PROCESSED

NAME _____ HOME PH. _____
PROPERTY _____
ADDRESS _____ WORK PH. _____
SECTION _____ LOT _____ BLOCK _____

1. If this is for improvement/construction, a lot survey MUST be attached to this application.
2. Mark the EXACT LOCATION of the improvement/construction along with the EXACT DISTANCE from ALL property lines.
3. If construction is a patio, gazebo or room addition, and elevation, side view and roof slope is needed.
4. Include the width, height and length dimensions.
5. Indicate the size of any concrete slab or foundation to be used.
6. If this application is for exterior painting/staining, a new roof or new siding, THREE (3) separate color samples MUST be provided. (i.e. a 1st, 2nd and 3rd color choices)
7. Describe any special items that might be included in the improvements/construction.

Improvement/Construction Start Date: _____ Completion Date: _____

Describe the change or improvement to be made:

Area of Improvement/Construction:

Garage _____ Roof _____ Patio _____ Back of House _____
Front of House _____ Right side of House _____ Left Side of House _____

Improvement/Construction Material to be used:

Material(s)	Description
Paint _____ Stain _____	Color(s) _____
Pipe _____	_____
Electrical _____	_____
Lumber _____	_____
Brick _____	_____
Screen _____	_____
Fence _____	_____
Cement _____	_____
Roof _____	Mfg _____
	Color _____ No. of Years Warranty _____

I have included all information necessary for the Architectural Control Committee to make a decision on my property improvement/change. I agree to not begin work on this improvement/change until I am notified in writing of approval to do so.

Property Owner Signature Date

APPROVED _____ REJECTED _____ DATE _____

Director

Director

Director

GENERAL INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS OR MODIFICATIONS

These general instructions are provided to you to help you ensure your application is complete as possible so that your plans can be properly and timely reviewed. FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED.

The Architectural Review Committee (ARC) is made up of volunteers from your community and is allowed between 30 to 60 days (depending on what is written in the DCC&R) to respond to an application, however, it should not take this long if the application is submitted complete.

The following is a list of information needed for various project. If your project is not listed or if you have additional questions, please contact Graham Management at 713-334-8000 and ask for the ARC Department or email ARC@GRAHAMMANAGEMENTHOUSTON.COM.

1. PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION; you must submit an engineered or structural drawing showing how the structure will attach to the home or placed on the lot. Indicate size, height, color, materials, roofing and copy of survey indicating the location of the structure.
2. PLAY STRUCTURE, SWING SET, BASKETBALL GOAL, ETC.; you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey, with measurements from rear and side building lines or easements.
3. POOL/SPA you must submit a detailed drawing of pool and indicate on lot survey the location, drainage to the street, self-latching gate location and decking material and thickness. The survey must also show access to rear of property (please note you cannot access the property through any common area.) No addition is to affect Lot drainage or your neighbor's.
4. PAINTING OR SIDING submit sample of color, paint brand name and paint color name. Submit a photo of your home (to indicate brick colors) if the paint will be custom please submit a photo of the existing.
5. ROOFS please submit manufactures/brand, type of shingles, color name and you must use 30lb felt paper or better (if you do not have the information please submit contractor's bid with full scope of work)
6. DOORS OR STORM DOORS please provide photo or brochure. Indicate material, stain & or paint samples. Most communities require the glass to be full view and the door color to match the existing trim.
7. SOLAR SCREENS OR WINDOW TINTING please provide brochure/specifications for the product. No reflective material will be approved.
8. WROUGHT IRON GATES/DRIVEWAY GATES please submit drawing or photo of design, measurements, color, and indicate on lot survey placement.
9. DECKING/PATIO please indicate location on lot survey, materials to be used and height of decking.
10. CONCRETE WORK/PAVERS (sidewalks, driveway extension, etc.) please indicate location on lot survey along with dimensions and materials.
11. ANTENNAS please give size, height, and color of antennae and show location on lot survey.
12. LANDSCAPING OR TREE REMOVAL/REPLACEMENT please provide the reason for removal and include an arborist bid if one has been obtained. Submit all details (tree dimension and type) showing placement on lot survey.
13. FENCING please provide height, materials, location, and a copy of the survey if the fence line will be moved.
14. YARD DECORATIONS (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure; indicate location on lot survey, size, and dimensions.

Please remember that all modifications must be consistent and cohesive with the existing structures of your home and community in general.

PLEASE ADDRESS APPLICATIONS TO: ARCHITECTURAL REVIEW COMMITTEE -
ARC@GRAHAMMANAGEMENTHOUSTON.COM