

Clear Lake City Community Association

16511 Diana Lane, Houston, TX 77062

Commercial Improvement Request

\$35 application fee required upon submission.

All exterior modifications to your property must be approved in ADVANCE by the Architectural Review Committee (ARC). Please provide as much detail as possible so that the ARC can properly understand your request. An incomplete form will have to be returned for more information. There is a \$35 application fee due at the time of submission.

Expansion or the addition to an existing structure, increasing the footprint, will require, the Plat identifying any setback requirements. Additionally, a drawing indicating the distances from the utilities right-of-way is required. All structural improvements MUST be drawn to scale on a photocopy of the survey. Please indicate how the new structure or improvement relates to the existing structure, and if possible provide a side and rear view.

The ARC has up to 30 days after receipt of this application to make a decision. For your own protection, don't start the improvement until you have received approval. Depending on the nature of the modifications, a building permit from the City of Houston may be required. If your improvement requires a permit, you must obtain a permit from Harris County within thirty (30) days of the date of approval by the ARC. To obtain a construction permit, contact Harris County Permit Department. If you have any questions, call the Permit Dept at 713-956-3000. Approval by CLCCA ARC does not indicate approval by the City of Houston.

The Association and Committee cannot and shall not be held responsible for any loss or damages to any person arising out of the approval or disapproval of plans, designs, or construction errors. Nor shall Association or Committee be held responsible for loss or damage to any person arising out of non-compliance with any zoning law, ordinance or land use or building regulation.

Property Information (Required)

Property Address	
Intersection of:	
Assessments paid in full: Y/N	If not, amount due: \$ _____
Late fees (if any) paid in full: Y/N	If not, amount due: \$ _____
Deed Violations (if any) are cured: Y/N	

Owner Information (Required)

Owner of Record	Owner Mailing Address
Owner Email Address	
Phone No.	Fax No.

Other Information

Contact Person	Contact Phone No.
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Contractor Name	Contractor Phone No.
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Improvement Information (Required)

Check the appropriate box and describe the improvement in detail– BE SPECIFIC – attach sketch, drawing or photo <input type="checkbox"/> Building Signage <input type="checkbox"/> Paint <input type="checkbox"/> Roof <input type="checkbox"/> Windows <input type="checkbox"/> Fence <input type="checkbox"/> Remodel <input type="checkbox"/> Driveway <input type="checkbox"/> Parking Lot <input type="checkbox"/> Monument Sign <input type="checkbox"/> Solar Panels Other _____ 			
Lumber (type/grade)	Brick (Type/color)	Shingles (color)	Other
Other Comments:			

Planned Start Date	Estimated Completion Date
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Upon completion of project, please contact the ARC Chair or General Manager to verify compliance with projects parameters. The CLCCA Representative ensures compliance with all approved modifications in accordance with the Commercial Improvement Request.

Application must include all required information or it WILL be returned DENIED, pending information. All annual assessments and fees must be paid, and any recorded deed violations must be cured prior to approval.

I certify that the requested improvement(s) will be built / modified as presented in this application to the ARC. I understand that I will be responsible for any expenses caused by deviations from this original request.

\$35 FEE PAID BY:

☐ VISA / MC # _____ Exp. Date: _____ Security Code: _____
☐ CASH ☐ CHECK # _____

Signature of Owner: _____ Date: _____

**APPROVALS ARE VALID FOR ONE YEAR FROM DATE OF SUBMITTAL,
AFTER THIS TIME THE APPLICATION MUST BE RE-SUBMITTED.**