

# Clear Lake City Community Association

16511 Diana Lane, Houston, TX 77062

## Commercial Improvement Request

*\$50 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 \$50 application fee due at the time of submission.

**Expansion or the addition to an existing structure or increasing the footprint will require the plat showing any setbacks. Additionally, a drawing indicating the distances from the utilities right-of-way is required.**

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. Approval by CLCCA ARC does not indicate approval by the City of Houston.

### **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.
Contractor Name	Contractor Phone No.

**Improvement Information (Required)**

Check the appropriate box and describe the improvement in detail– BE SPECIFIC – attach sketch, drawing or photo

Building Signage   
  Paint   
  Roof   
  Windows   
  Fence   
  Remodel   
  Driveway   
  Parking Lot  
 Monument Sign   
 Solar Panels   
 Other \_\_\_\_\_

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Lumber (type/grade)	Brick (Type/color)	Shingles (color)	Other
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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.

**\$50 FEE PAID BY: (Credit cards include a service fee)**

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.**