

Clear Lake City Community Association

16511 Diana Lane, Houston, TX 77062

Home 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 or missing information will cause the request 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.

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.

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	
Core: <input type="checkbox"/> Camino South <input type="checkbox"/> Meadowgreen <input type="checkbox"/> Oakbrook <input type="checkbox"/> Oakbrook West <input type="checkbox"/> Other	
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.	Work No.

Contractor 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

- Fence
 Paint
 Patio Cover
 Roof/Shingle Replacement
 Home Addition
 Windows
 Pool
 Gate
 Siding/Brick
 Storage Shed
 Pergola
 Flagpole
 Tree Removal
 Solar Panels
 Other _____

Location of Improvement – must attach a plot or survey of property

Lumber (type/grade)	Brick (Type/color)	Shingles (color) <i>Attach Sample</i>	Other
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Other Comments: (Ex. Fences: List rot board and picket dimensions)

Planned Start Date	Estimated Completion Date
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Upon completion of project, please contact the ARC Chair to verify compliance with projects parameters. The CLCCA Representative ensures compliance with all approved modifications in accordance with the Home 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: (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.**