

**LAKE CONROE FOREST OWNERS ASSOCIATION
ARCHITECTURAL APPROVAL FORM**

In an effort to protect each individual property owner's right and property value, it is required by the Declaration of Covenants, Conditions and Restrictions that any property owner considering improvements to their deeded property MUST submit an ACC Approval Form prior to initiating any work or change of planned improvements. REJECTED FORMS MUST BE RESUBMITTED WITH CORRECTIONS.

OWNER'S NAME _____

ADDRESS: _____ **PHONE** _____

EMAIL ADDRESS: _____

TYPE OF IMPROVEMENT: _____

LOCATION OF IMPROVEMENT: Section _____ Block _____ Lot (s) _____

Physical (911 Service Address): _____

Proposed Starting Date: _____ **Work done by:** _____

COMPLETE THE FOLLOWING INSTRUCTIONS FULLY (incomplete forms will be rejected):

1. Submit a site plan showing property line, placement of improvement(s), and an outline of improvement(s) including square footage and descriptions (see reverse side of this form or attach a drawing). The minimum size per lot is 5,000 square feet and 50 feet wide at the point where improvement is to be built.
2. Give dimensions of improvement(s) in relation to lot(s) side and front/rear lines (SETBACK LINES). Front – 25 feet, Sides—5 feet,
3. Indicate fences and ancillary structures by location; height, style and type of material to be used. Indicate whether a portable dumpster or container will be utilized on the property during construction. (see below)
4. Note type of sanitary and fresh water systems to be used or already installed.
5. Submit a recent photograph, sales literature or catalog page and types of exterior/interior finishes to be used, that may be helpful to Committee in evaluation.
6. Submit a copy of the required permits i.e. City of Conroe, County or other which must be posted on the property at all times and visible from the street.
7. Inspection of foundation structure placement must be made before final approval is granted. It is the owner's responsibility to notify the LCFOA that foundation inspection is needed.

DUMPSTERS OR CONTAINERS MAY BE DROPPED ON THE PROPERTY FOR PURPOSES OF REMOVING CONSTRUCTION DEBRIS. NO DUMPSTER OR CONTAINER MAY REMAIN ON THE PROPERTY POST-CONSTRUCTION OR LONGER THAN 90 DAYS FROM THE PROPOSED START DATE. ADDITIONAL TIME EXTENSION MAY BE GRANTED BY SUBMITTING A WRITTEN REQUEST TO THE ARCHITECTURAL CONTROL COMMITTEE. FAILURE TO COMPLY WILL RESULT IN A DAILY PENALTY OF \$25 UNTIL REMOVAL.

PROPERTY OWNER(S):

(Signature of Owner of Said Property)

Date: _____

APPROVED/REJECTED: _____ **DATE:** _____

Reason for Rejection: _____

Architectural Committee: _____

APPROVAL TERM FOR ACC FORM IS 90 DAYS. IF WORK NOT COMPLETED DURING THAT TIME, ACC FORM MUST BE RE-SUBMITTED FOR APPROVAL. A SIGNED APPROVED COPY OF THIS FORM MUST BE POSTED AT THE CONSTRUCTION SITE AND VISIBLE FROM THE STREET.

THIS FORM MAY BE MAILED OR DELIVERED TO LCFOA C/O DTA COMMUNITY MANAGEMENT SERVICES, INC., 3305 W. DAVIS, SUITE 400, CONROE, TX 77304 MONDAY (9-5) THROUGH FRIDAY (9-4) EXCEPT FOR THE LUNCH HOUR 12-1 DAILY WHEN THE OFFICE IS CLOSED.

IF YOU WANT A PRELIMINARY APPROVAL PRIOR TO OBTAINING THE SITE PLAN, PLEASE SKETCH OUTSIDE PROPERTY LINE INCLUDING REFERENCE TO MAIN/SIDE STREETS (SETBACK LINES), AND DRAW DIMENSIONS OF CONSTRUCTION OR IMPROVEMENTS TO BE MADE AS PER THE REQUIREMENTS LISTED ON PAGE 1.

FOR P.O.A. DIRECTOR COMMENTS: