

APPLICATION FOR APPROVAL TO MODIFY HOME OR PROPERTY

Charlestown Colony

**ARCHITECTURAL REVIEW COMMITTEE
2002 W. GRAND PARKWAY N. STE 100
KATY, TEXAS 77449
Phone 281-870-0585**

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner considering improvements or change of their property which would affect the exterior appearance, **MUST** submit their request in writing to the Review Committee **PRIOR** to initiating work on planned improvements. If any change is made that has not been approved, the Committee has the right to ask the homeowner to remove the improvement from the property.

APPLICATION FEES ARE REQUIRED AND MUST ACCOMPANY THE SUBMITTAL

(PLEASE MAKE CHECK, CASHIER'S CHECK, OR MONEY ORDER PAYABLE TO Charlestown Colony)

NOTE: There is a limit of 3 items per submittal, with the higher fee covering all 3 projects

1. Tier I review: (landscaping/bird bath or house/flagpole/cameras/irrigation/windows/yard art/storm door/door, etc.) - **\$25.00**
2. Tier II review: (play structure/ exterior lighting/fence/paint/roof replacement/driveway gate or security gate/B-ball goal/dog run/fireplace/fire pit/siding/stucco/solar panels/walkway/trampoline/roof ventilators/generator/garage door, etc.) **\$75.00**
3. Tier III review: (arbor/patio cover/patio extension/storage buildings/swimming pool/outdoor kitchen/ gazebo/ pergola/patio enclosure/driveway extension, etc.) - **\$125.00**
4. Tier IV review: (rebuild house) – Fee may be submitted by Applicant as the Board may direct. – **\$225.00**

A \$1,000.00 DEPOSIT IS REQUIRED ON ALL POOL SUBMITTALS. PLEASE MAKE CHECKS OUT TO Charlestown Colony. SEPARATE CHECKS ARE TO BE MADE FOR REVIEW FEES AND DEPOSITS.

It is not possible to list all exterior improvements in the list above. If you have questions concerning the fee amount for your specific improvement, please contact us atmodifications@inframark.com or call 281-870-0585 and ask for the ARC Dept.

OWNER'S NAME _____ HOME PHONE: _____

ADDRESS _____ WORK PHONE: _____

CITY _____ ZIP _____ E-MAIL / ALTERNATE ADDRESS _____

DESCRIPTION OF IMPROVEMENT:

(IF THE PROPOSED MODIFICATION OR REPAIR INVOLVES AN EXTERIOR MODIFICATION OTHER THAN PAINT, STAIN OR ROOF REPLACEMENT, A COPY OF THE LOT SURVEY OF THE PROPERTY DEPICTING THE LOCATION OF THE PROPOSED MODIFICATION OR STRUCTURE MUST BE ENCLOSED, ALONG WITH THE SPECIFIC DETAIL OF MATERIALS, DIMENSIONS TO INCLUDE HEIGHT, AND PROPOSED FINISH DETAIL OF ANY AND ALL IMPROVEMENTS).

MATERIALS: _____

****PLEASE SUBMIT COLOR SAMPLES FOR ANY PAINT, WINDOW OR SCREEN TINT, ROOFING MATERIALS, BRICK, OR SIDING****

DIMENSIONS: *Height _____ Width _____ Length _____

***Refers to TOTAL HEIGHT of the structure, from the tallest point to the ground, not ceiling height or inside height.**

LOCATION OF IMPROVEMENT:

____ Front of House	____ Roof of House	____ Garage	____ Patio
____ Back of Home	____ Side of House	____ Patio	____ Fence
____ Landscaping	____ Tree Removal	____ Other	____ Windows

I understand that the Architectural Review Committee will act on this request as quickly as possible and contact me in writing regarding its decision. Further, I understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, permits, etc. affecting such improvement(s). I agree not to begin property improvements until the Architectural Review Committee notifies me of their approval.

*****FAILURE TO SUBMIT THE SURVEY AND REQUIRED INFORMATION / DEPOSIT / SUBMITTAL FEE COULD RESULT IN A DELAY AND/OR AUTOMATIC DISAPPROVAL OF SUBMITTED PLANS. *****

Homeowner signature

Date

Construction Start/Completion Date

PLEASE REVIEW INSTRUCTION SHEET FOR THE REQUIRED INFORMATION FOR THE PROPOSED CHANGE OR IMPROVEMENT

PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

FAILURE TO SUBMIT ALL REQUIRED INFORMATION CAN RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION IS PROVIDED. EVERY EFFORT WILL BE MADE TO NOTIFY APPLICANT OF ANY LACKING INFORMATION. THE ARCHITECTURAL CONTROL COMMITTEE WILL REVIEW EACH SUBMITTAL AS QUICKLY AS POSSIBLE UPON RECEIPT OF ALL REQUIRED INFORMATION.

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit plan and elevation drawings showing how the structure will look. Indicate size, overall height, color, materials and roofing. Copy of any permits if applicable. Show placement on the Lot survey and access route to rear of property if applicable.
- 2) If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on Lot survey.
- 3) If you are applying for a **POOL/SPA** you must submit detailed drawings of pool and indicate on Lot survey the location of pool, pool equipment and drain lines. Access to rear of property must be indicated on Lot survey.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample(s) of paint color and location of the color such as "trim", "body", "shutters", etc.; and for siding, product information from the manufacturer. Supply photo of home showing present color, brick, stone, rock, etc.
- 5) If you are applying for a new **ROOF** please submit manufacturer's name / product name / color name / length of warranty/ specify dimensional or high definition. A color brochure or small sample may be requested if it is an uncommon manufacturer or product.
- 6) If you are applying for new **DOORS, STORM DOORS, OR WINDOWS** please provide photo or brochure of the product and explain the location on the home.
- 7) If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide material data and samples and explain the location on the home.
- 8) If you are applying for **SECURITY CAMERAS, SECURITY GATES/SECURITY BARS** please submit drawing indicating design, size, color, and indicate placement on Lot survey; for cameras, show direction aimed.
- 9) If you are applying for **DECKING/PATIO** please indicate location on Lot survey, materials to be used and height of decking off adjacent ground.
- 10) If you are applying for **CONCRETE WORK/PAVERS, ETC.** (sidewalks, driveway extension, etc.) indicate location on Lot survey. Provide dimensions of improvement, dimensions from side Lot line(s), and description of materials. Provide a color brochure if applicable.
- 11) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit a plant list indicating plant type, size at maturity and indicate placement on Lot survey.
- 12) If you are applying for **FENCING/GATES** please indicate height and materials, provide a drawing for each. Indicate location on Lot survey.
- 13) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, list dimension. Indicate location on Lot survey.
- 14) If you are applying for **SOLAR ENERGY DEVICES**, please provide a photo, description and/or brochure and indicate size, height, color, materials and show location on lot survey. **If the chosen location does not comply with guidelines, please provide energy analysis for the location that is most efficient.**
- 15) If you are applying for a **FLAG POLE**, please submit height, material, installation specifications, and brochure and indicate location on lot survey. Also submit the size and type of flag(s) to be flown.

PLEASE FORWARD APPLICATION AND SUPPORTING INFORMATION TO THE CONTACT CHOICE(S) ON THE APPLICATION FORM

APPLICATION RUSH/PRIORITY REVIEW REQUEST

Mail or deliver Request along with Application to:

**ARCHITECTURAL REVIEW DEPARTMENT
2002 West Grand Parkway N. # 100
Katy, TEXAS 77449**

For questions:

Phone 281-870-0585

modifications@inframark.com

After many requests by homeowners, we are pleased to provide this service as an option to those homeowners wishing to insure their application to modify home or property is reviewed as a rush/priority service within the guidelines set forth by the Declaration of Covenants, Conditions, & Restrictions of the Association.

This fee is in addition to any application fees, and/or deposits (if required) the homeowner may be required to pay normally and shall be paid separately from these. This fee is collected regardless of the review decision of the Committee.

Please indicate the timeframe requested and include the corresponding separate payment by a personal check, cashier's check, or money order made payable to the "**Charlestown Colony**". Include this completed Request and payment with your completed Application Review Form, drawings, cut sheets, Lot survey, etc. and corresponding fees and deposit as applicable.

_____ Up to five (5) business days from receipt of complete application \$200.00

_____ Up to ten (10) business days from receipt of complete application \$100.00

Address _____ Association Name _____

Applicant Name _____ Contact Number _____

Email _____

Applicant Signature _____ Date _____