

Lakes at Highland Glen

APPLICATION FOR Modification/Addition

Owner's Name _____
 Owner's Mailing Address: _____
 Daytime Phone Number: _____ Alternate Number: _____
 Property Address: _____
 Legal Description: Section: _____ Block: _____ Lot: _____ Total Acres: _____

Builder's Information:

Builder's Name: _____
 Builder's Address: _____
 Builder's Phone Number: _____ Fax: _____
 May we contact your builder with questions in regards to your submission?: YES or NO (circle one)

PLEASE NOTE: BLUEPRINTS/PLANS, SAMPLES, ETC. SUBMITTED TO THE ACC WILL NOT BE RETURNED. IF YOU WOULD LIKE A SET OF SIGNED BLUEPRINTS/PLANS FROM THE ACC, YOU MUST SUBMIT TWO FULL COPIES. This application is for MODIFICATIONS/ADDITIONS ONLY. If you ready to submit for NEW CONSTRUCTIONS you must request a different application.

SUBMISSIONS FOR MODIFICATIONS/ADDITIONS INCLUDE THE FOLLOWING:

- _____ Full set of construction plans including all ELEVATIONS, ROOFING, ELECTRICAL, FRAMING etc.
- _____ A site plan showing the location of the improvement in conjunction with the house. It MUST show all SETBACKS and GROUND and ARIAL EASEMENTS (if applicable)
- _____ Samples of all materials used to complete the improvement

-Color Pictures and Brochures will be acceptable as samples-

Type of Improvement:
Will the improvement be in the FRONT yard or BACK yard:
Will it be visible above the fence line: YES or NO (circle one)
Will it be visible to your neighbors: YES or NO (circle one)
Will the improvement encroach any easements: YES or NO (circle one)
Will the improvement be permanent: YES or NO (circle one)
Will the improvement require regular maintenance: YES or NO (circle one)
Will the improvement interfere with your neighbors enjoyment of their property: YES or NO (circle one)
Will any trees bigger than 6" in diameter be removed: YES or NO (circle one)

Additional information that will be helpful during the review of this application is: _____

Start Date: _____ Estimated Completion Date: _____

All applications should be submitted to: Signature Association Management
 P O Box 218194, Houston, TX 77218-8194
 713-338-3436 Office

By submitting this application and by signing below, I understand that the committee will not process the application without all of the information and samples. I understand that the committee has up to THIRTY (30) days to review this application and **I can not start my improvement until the committee has rendered its decision**. Finally, I understand that if I make any alterations to the plans submitted, I will have to re-submit those changes for prior approval.

Owner's Signature

Date

OFFICE USE ONLY

Date Application was received: _____

Date Application was processed: _____

Date Application was submitted to the Committee: _____

Date "Need More Info" letter was mailed: _____

Additional Information/Samples requested: _____

Date Application was APPROVED or DENIED _____

APPROVED/DENIED BY: _____

Reasons DENIED _____

Date Application was APPROVED with STIPULATIONS _____

STIPULATIONS _____

Date Application was DENIED because we need more information _____

MORE INFORMATION _____
