

Heritage Townhouses Association
Architectural Control Committee (ACC) Request Form
17049 El Camino Real, Suite 100
Houston, Texas 77058

Please complete and return this form with the necessary attachments to above address prior to starting your improvement:

Date: _____
Street address where improvements are to be made:

Owner's name: _____

Home phone: _____ Work phone _____

Briefly describe the improvement(s), which you propose: _____

Who will be doing the actual work on this improvement?

Estimated start-up date: _____ Estimated completion date: _____

Homeowner's signature: _____

The committee has a maximum of thirty (30) days from the date of receipt to review this form.

Approved by Architectural Control Committee: _____ Yes _____ No

Stipulations _____

Larry McCormick

John White

William Eatman

Ann Marie Hoffman

Judy O'Connor

INSTRUCTIONS:

1. Review and follow all deed restrictions and applicable guidelines. Guidelines have been developed for many types of improvement and are available from the Houston Community Management Services. Contact HCMS at (832) 864-1227 or klangford@houcomm.com if you need assistance completing this form, have any questions, or need copies of the guidelines or deed restrictions.
2. On a **copy of your survey** indicate the location of the proposed structure (including the distance from all property lines), dimensions (height, width, etc.).
3. If you are proposing a room addition or structural change to the residence, include a copy of the elevation and side view. The elevation should not show the location of windows and doors.
4. Describe the building materials to be used (i.e. paint, siding, roofing, brick, foundations, etc.)
5. Include with this request any other information (photographs, plans and specifications, sales literature, catalog pages, etc.) that may assist the committee in its evaluation. Building materials and paint color must be consistent with other materials being used in the subdivision.
6. A building permit from the City of Nassau Bay may also be required. Please check with the city building department, telephone (281) 996-3201.