

# REQUEST FOR HOME IMPROVEMENT

WILLIAMSBURG SETTLEMENT  
ARCHITECTURAL REVIEW COMMITTEE  
P.O. BOX 219223, HOUSTON, TEXAS 77218  
FAX: 281-504-1381

**FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING DENIED UNTIL ALL INFORMATION CAN BE PROVIDED.**

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner considering improvement of their property which would effect the exterior appearance of a building or improvements (examples: painting, patio covers, fences, etc.) **MUST** submit a Request for Home Improvement to the Architectural 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.

*Fill out this form in complete detail*

TYPE OF IMPROVEMENT \_\_\_\_\_

IF THE PROPOSED MODIFICATION OR REPAIR INVOLVES AN EXTERIOR MODIFICATION INCLUDING PAINT, OR ROOF REPLACEMENT, A SAMPLE MUST BE PROVIDED EVEN IF THE MATERIAL REMAINS THE SAME. 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 AND DIMENSIONS TO INCLUDE HEIGHT AND PROPOSED FINISH DETAIL OF ANY AND ALL IMPROVEMENTS.

*LOCATION:*

FRONT OF HOUSE  ROOF OF HOUSE  GARAGE  BACK OF HOUSE  SIDE OF HOUSE

*MATERIALS: \*\* SUBMIT COLOR SAMPLES FOR ANY PAINT, TO INCLUDE PRIMARY AND TRIM, WINDOW OR SCREEN TINT, ROOFING MATERIALS, BRICK OR SIDING\*\**

PAINT  COLOR  LUMBER  CEDAR  BRICK  CONCRETE  ELECTRICAL  OTHER

DIMENSIONS: HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_ LENGTH. \_\_\_\_\_

*DISTANCE FROM BOUNDARY LINES MARKED ON THE LOT SURVEY*

**\*\*\* FAILURE TO SUBMIT THE SURVEY AND REQUIRED INFORMATION WILL RESULT IN AUTOMATIC DISAPPROVAL OF SUBMITTED PLANS.\*\*\***

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OWNERS NAME: \_\_\_\_\_ HOME PHONE# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE# \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

ALTERNATE ADDRESS: \_\_\_\_\_

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, etc. affecting such improvement(s). I understand i am not to begin property improvements until the Architectural Review Committee notifies me of its approval.

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HOMEOWNER SIGNATURE

DATE

CONSTRUCTION START / COMPLETION DATE

IN COMPLETING THIS FORM PLEASE REFER TO THE APPLICABLE INSTRUCTIONS

## INSTRUCTIONS FOR APPLICATION

FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING DENIED UNTIL ALL INFORMATION CAN BE PROVIDED. THE ARCHITECTURAL REVIEW COMMITTEE IS ALLOWED 30 DAYS TO RESPOND TO AN APPLICATION.

1. If you are applying for a structure (PATIO COVER, ARBOR, GAZEBO, ROOM ADDITION, ETC.) you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey,
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 drawing of pool and indicate on lot survey the location and show access to rear of property.
4. If you are applying for exterior PAINTING OR SIDING submit a sample of the color even if it will be unchanged from what you have now.
5. If you are applying for a new ROOF submit manufactures name / color name (brochure or small sample).
6. If you are applying for new front DOORS OR STORM DOORS provide photo or brochure.
7. If you are applying for SOLAR SCREEN / WINDOW TINTING provide material samples.
8. If you are applying for WROUGHT IRON GATES submit drawing, color and indicate placement on lot survey.
9. If you are applying for DECKING / PATIO indicate location on lot survey, materials to be used and height of decking.
10. If you are applying for CONCRETE WORK / PAVERS (sidewalks, driveway extension, etc.) indicate location on lot survey.
11. If you are applying for LANDSCAPING OR TREE REMOVAL / REPLACEMENT submit all details (tree dimension and type) showing placement on lot survey.
12. If you are applying for FENCING provide height, materials and location on lot survey.
13. If you are applying for YARD DECORATIONS (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, indicate location on lot survey.

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PLEASE ADDRESS APPLICATIONS TO:

WILLIAMSBURG SETTLEMENT  
ARCHITECTURAL REVIEW COMMITTEE  
P.O. BOX 219223, HOUSTON, TX 77218

## **CLARIFICATION OF RESPONSIBILITY FOR SUBMITTING THE REQUEST FOR HOME IMPROVEMENT FORM**

Residents are reminded that whenever they decide to make any change to their property that requires submittal of a Request for Home Improvement form that **THEY** are responsible for submitting this form and obtaining the necessary approval. This is still the case if the work is to be performed by a contractor. If they have a contractor who claims they will submit the form, it is still the resident's responsibility prior to the commencement of any work on the improvement to call PCMI to verify that the contractor actually did file a request and that approval has been obtained. The resident does not have permission to undertake any changes until they verify it with PCMI themselves.