

Longs Creek Homeowners Association
Improvement Request Form
 210-403-3604 Office * 210-403-3605 Fax
longscreek@sbcglobal.net

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following to the Architectural Control Committee **prior to initiating work on the planned improvements:**

1. **Completed Improvement Request Form (2 pages). *** ONE FORM PER REQUEST *****
2. **Complete & detailed building plans & specifications, material list, and color swatches, as applicable.**
3. **A site/plot plan showing the location of the proposed improvement.**
4. **Photos, as applicable.**
5. **Building permit(s) and inspection(s) required by City ordinance.**

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, 3, 4 & 5) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. *If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his/her property.* Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.

Owner Name: _____

Property Address: _____ City _____ State & Zip _____

Mailing Address: _____ City _____ State & Zip _____

Home Phone: _____ Work Phone: _____ Email address: _____

Briefly describe the improvement you propose: _____

Who will do the actual work on this improvement? _____

Location of improvement (check actual areas that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Front of dwelling | <input type="checkbox"/> Back of dwelling | <input type="checkbox"/> Side of dwelling |
| <input type="checkbox"/> Roof of dwelling | <input type="checkbox"/> Garage | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Other (describe) _____ | | |

Material to be used for the improvement (check applicable items):

- | | | | |
|--|---|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Brick – Color => _____ | Please include color swatches, photos and/or samples. | <input type="checkbox"/> Cement | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Wood – Color => _____ | | <input type="checkbox"/> Electric | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Stain – Color => _____ | | | |
| <input type="checkbox"/> Paint – Color => _____ | | | |
| <input type="checkbox"/> Siding - Wood <input type="checkbox"/> -or- Aluminum <input type="checkbox"/> | | | |
| <input type="checkbox"/> Other (explain) _____ | | | |

I understand that the Architectural Control Committee will act on this request within (30) thirty days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with County codes and that the Architectural Control Committee approvals do not override the County codes but rather, intended to work with them.

Homeowner Signature _____ Date _____

Construction Start Date _____ / _____ Completion Date _____

RETURN COMPLETED FORM TO:
Longs Creek Homeowners Association
Architectural Control Committee
16000 Hickory Well
San Antonio, Texas 78247

OFFICE USE ONLY
Date: _____
Received By: _____
Forwarded To ACC: _____
Approved By ACC: _____
Denied By ACC: _____

