

# PORTER RANCH ARCHITECTURAL REVIEW APPLICATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*The inclusion of an email address authorizes the use of electronic mail for official responses to this request.*

The **Declaration of Covenants, Conditions and Restrictions** (the "Deed Restrictions") for **Community Association of Porter Ranch** specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Control Committee at least 30 days prior to beginning construction or improvement. To assist in your compliance with this restriction, complete this form and submit it with your plans and specifications for the proposed improvement.

**Mail, fax or email the completed form to:**  
**Community Solutions**  
**P.O. Box 5191, Katy, TX 77491**  
**F (713) 344-0472**  
**service@csutx.com**

**The plans and specifications will not be considered complete without the following items (if applicable):**

- A **plot plan** or **survey** showing the location and dimensions of all existing and proposed improvements.
- Existing and finished **grades** and lot **drainage provisions** shall be indicated.
- The **structural design, exterior elevations, materials, colors, textures and shapes** of all improvements.
- Estimated **time frame for completion** of project \_\_\_\_\_.

## APPROVAL REQUESTED

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Basketball Goal   | <input type="checkbox"/> Fence           | <input type="checkbox"/> Landscaping        | <input type="checkbox"/> Playscape         |
| <input type="checkbox"/> Irrigation System | <input type="checkbox"/> Deck            | <input type="checkbox"/> Driveway Extension | <input type="checkbox"/> Exterior Painting |
| <input type="checkbox"/> Storage Shed      | <input type="checkbox"/> Ext. Remodeling | <input type="checkbox"/> Sport Court        | <input type="checkbox"/> Other _____       |

Description of Improvement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand and agree that it is the duty of the property owner and any contractor or consultant employed by the owner to determine that the proposed improvement(s) are structurally, mechanically and otherwise safe and that it is designed and will be constructed in accordance with the architectural restrictions applicable.

I agree that neither the Association, nor any Director, Officer, Committee, Managing Agent, member or employee thereof, shall be liable for damage or otherwise because of the approval or non-approval of this application or any facet thereof. I hereby release, indemnify and hold harmless the Indemnified Parties from any claim, liability, damage, suit and attorney's fees arising out of any action or omission of any of Indemnified Parties with regard to this application and in regard to the design, plan review, construction or inspection of the proposed improvements, including any potential claims.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Entered into VMS \_\_\_\_/\_\_\_\_/\_\_\_\_

Response Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Response \_\_\_\_ Approved \_\_\_\_ Denied

Additional Info Required \_\_\_\_ Yes \_\_\_\_ No

Letter Sent \_\_\_\_/\_\_\_\_/\_\_\_\_

Additional Info Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Second Response Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Letter Sent \_\_\_\_/\_\_\_\_/\_\_\_\_

**ACC RECOMMENDATION**

**Approved**

**Conditional Approval**

**Denied**

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

