

Request for Home Improvement Approval

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner or group of owners considering improvements and/or change of their deed property, must submit a Request for **Home Improvement Approval Form**. The Modifications Committee (MC) will review the planned improvements and/or changes. If any change is made that has not been approved, the Committee has the right to ask the homeowner to remove the improvement and/or change from the property. **Please complete this form in detail or your application will be denied.**

Name of Owner _____ **Home Phone** _____
Address _____ **Work Phone** _____
Neighborhood _____ **Date** _____

Please note: A lot survey or to-scale drawing showing property lines, residential building, easements, fences, etc. is required for all applications. Application examples: buildings, decks, patio covers, sidewalks, driveways, landscaping, playground equipment, etc. A sketch for basketball goals and other non-permanent improvements will be acceptable.

- Briefly describe the improvements/change which you propose having done and the site; including location in respect to house (i.e. front, back, side, roof, garage, etc.) and distance from home or fences, If applying for a pool, indicate the location of access to the back yard.

- Please give the dimensions of the proposed improvement/change (size, height and length)

- Who will perform the actual work on this improvement/change? If contracted, include phone number. If self state scope of work

- Please describe the materials necessary to be used for improvement (i.e. type of lumber, fencing, paint, stain, screens, types of trees, shrubs, flowers, or other materials). Attach samples of screen, paint or stains. Attach brochures or photos when applicable.

I understand that the Association's MC will act on this request within thirty (30) days of receipt of this application. I agree not to begin property improvements/changes until the MC notifies me of their approval.

Signature of Homeowner

Construction Date
Allow 3-4 weeks processing

Completion Date

**Return to: New Territory Modifications Committee
6101 Homeward Way, Sugar Land, TX 77479 Fax: 281-565-0188**

INFORMATION NEEDED FOR HOME IMPROVEMENT APPLICATION

Pool:	application, lot survey, and 1 copy of blue print
Basketball Goal:	application, lot survey or drawing on back of application with location of goal
Solar Screens:	application, sample of screens (color of home on application)
Vinyl Siding:	application, sample of vinyl siding (current color of siding and color of home)
Painting Home:	application, samples of proposed colors (current color of home)
Playfort/Swingset	application, lot survey (picture or brochure of playfort if available)
Landscaping:	application, lot survey and plans for landscaping (type of landscaping)

All applications need to have a lot survey with the request unless it is a non-permanent improvement/change. For these improvements/changes, a sketch will be sufficient. The lot survey should show where the improvement would be placed. If an addition on home, patio cover, pool. etc., plans or blue prints need to be with the application. Make sure that the application is completed with dimensions and materials being used. (Height, width, color, etc.) If the necessary information is not enclosed, the Modifications Committee cannot process your application.

All incomplete applications will be returned for additional information. Please contact the Compliance Coordinator with any questions you may have regarding your home improvement/change.

New Territory Residential Community Association, Inc.
6101 Homeward Way Sugar Land TX 77479
Office 281-565-0616 Fax: 281-565-0188

Modification Committee's Use

Member #1	_____	Approve	Disapprove
Member #2	_____	Approve	Disapprove
Member #3	_____	Approve	Disapprove
Member #4	_____	Approve	Disapprove
Member #5	_____	Approve	Disapprove
Member #6	_____	Approve	Disapprove
Member #7	_____	Approve	Disapprove
Member #8	_____	Approve	Disapprove
Member #9	_____	Approve	Disapprove
Member #10	_____	Approve	Disapprove
Member #11	_____	Approve	Disapprove
Member #12	_____	Approve	Disapprove
NTRCA Recommendation		Approve	Disapprove

NTRCA Compliance Coordinator _____

Comments/Provisions:

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