

**Sunrise Meadow Property Owners Association,
Inc
Architectural Approval Request Form**

DATE: _____

OWNER'S NAME (PLEASE PRINT): _____

SIGNATURE: _____

STREET ADDRESS: _____

PHONE NUMBER (S): _____

E-MAIL ADDRESS: _____

The Declaration of Covenants, Conditions and Restrictions (the "Deed Restrictions") specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Control Committee before the improvement begins. To assist in your compliance with this restriction, please complete the following form and submit it with your plans and specifications for the proposed improvement.

- **A \$25 processing fee (made payable to RealManage) is required and your application will not be processed until the check has been received.**
- **A Fort Bend County Permit is required for all construction related improvements, if applicable.**
- A plot plan or survey showing the location and dimensions (including elevation) of all existing and proposed Improvements. Elevations to be from Base Elevation as defined.
- Existing and finished grades shall be shown at Lot corners and at corners of proposed Improvements. **Lot drainage provisions shall be indicated**, as well as cut and fill details, if any appreciable change in the Lot contour is contemplated.
- The structural design, exterior elevations, exterior materials, colors, textures and shapes of all improvements shall be described, along with any diagrams or representations necessary to depict all proposed exterior illumination (including location and method), utility connections and fire protection systems.
- Estimated time frame for completion of project: (Start Date) _____ (Finish Date) _____

APPROVAL REQUESTED (check all that apply):

- FENCE SWIMMING POOL / SPA DECK / PATIO
- PLAYSCAPE PAINTING LANDSCAPING HOUSE / TRIM
- OTHER _____

DESCRIPTION OF IMPROVEMENT (continue onto additional pages, if necessary):

DECK, PATIO, PATIO COVER, ARBOR, OR PLAYSCAPE

Structure will be (check one): _____ Permanent _____ Portable (moveable)

Dimensions of structure: _____ Height _____ Width _____ Length

Materials to be used:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Comments of the Structure:

Who will do the work: _____

Please submit your request to: Sunrise Meadow Property Owners Association, Inc c/o RealManage Houston, 16000 Barkers Point Ln, #250, Houston, TX 77079 (Email: service@realmanage.com) A PDF file of the information is greatly appreciated and easier and quicker to process. An incomplete application will cause the application to be denied.

Decision Making Process:

The Architectural Control Committee has up to 30 days after receipt of a completed application to make a decision. Please allow time for the ACC Committee to make their decision in the time given. For your protection, do not start any ACC improvements until you have received a Written Approval from the Committee. Beginning a project before an approval could result in receiving Deed Restriction Violation Letters for not being in compliance. Also, the more detail you provide about your improvement, the faster the decision making process will be.

(FOR ARCHITECTURAL CONTROL COMMITTEE TO FILL OUT ONLY)

APPROVED
APPROVED with conditions noted below
DENIED for reasons listed below
RE-SUBMIT ACC REQUEST with additional information

HOMEOWNER SIGNATURE: _____

DATE: _____
