

VILLAGES OF TOWN CENTER OWNERS ASSOCIATION, INC.

ARCHITECTURAL CONTROL COMMITTEE IMPROVEMENT REQUEST FORM

- (1) **Completed Improvement Request Form**
- (2) Detailed building plans must be submitted including the height, length and width of the proposed improvements.
- (3) A property site/plot survey showing the location of the proposed improvement must be submitted (closing papers). 4) Submit a picture of each existing improvement.

Please print the following information:		Briefly describe the improvement:	
Owner Name			
Address			
Email			
Phone - -			
Materials to be used: (Check all that applicable items)		Location of the improvement: (Check all that apply)	
Brick	Color	Front of home	
Stucco	Color	Back of home	
Siding	Color	Side of home	
Paint-----	Color	Roof of home	
Stain	Color	Garage	
Shingles	Color	Patio	
Cement	Color	Pool	
Solar	Color	Spa	
Other (Explain)			

I understand that the Architectural Control Committee (ACC) will act on this request within 30 days of receipt of final application with all of the above information located on the survey (copy of which was provided to owner by title company at time of closing) and contact me in writing with their decision.

I understand that the ACC and Association are not responsible to review drainage implications of my proposed project, which is my responsibility. I am aware that, if the project causes damages to my property and/or to adjoining properties due to altering drainage. I may personally be liable for such damages.

I agree **NOT** to begin work on this improvement without **PRIOR** written approval from the ACC and I understand if any change is made without approval, I may be required to remove the improvement from my property or be required to repaint the house or any portion thereof. I also understand that all construction must comply with City of Rosenberg and/or Fort Bend County codes and the approval from the ACC is not an approval by the City or County.

Owners Printed Name _____ Owners Signature _____ Date _____

Construction Start Date _____ Estimated Completion Date _____

Note: Owner is to notify the ACC when the project has been completed by calling **832-380-6289**

Approved Signature _____ Board Member Name _____ Date _____

MAIL, OR EMAIL COMPLETED FORM TO:

VILLAGES OF TOWN CENTER OWNERS ASSOCIATION, INC 1116 Radio Lane
 Suite 101 Rosenberg TX 77471-3952 Email: deedrestriction.votc@gmail.com or
 call 832-380-6289 with questions