

# **Property Modification Approval Request Form Instructions**

1. Any exterior changes to your property require **ADVANCE** approval from your community's Architectural Review (Architectural Control) Committee. Do not begin any modifications until you have received formal approval.
2. Please completely fill in **every** blank on the form. Incomplete forms will not be accepted.
3. The form must be submitted by the official owner(s) of the property.
4. Ensure your responses in each box are legible, either printed or typed.
5. It is better to submit too much information rather than not enough. Use additional pages to include sketches, drawings, pictures, etc. As a general rule, the larger or more complex the project, the more documentation will be needed for the committee to understand the complete nature of the modification.
6. The following common projects (though not a comprehensive list of all projects requiring ACC approval) most always require the minimum information such as:

**Add shed** – exact dimensions in feet and inches (height, width and length). What the shed is constructed of, roof type, color, height at eaves and pitch of roof. Picture / drawing highly preferred and sketch of where it will be located on the property with distances in feet from home / property line / fence(s), etc.

**Add playset** - exact dimensions in feet and inches (height, width and length). Picture / drawing highly preferred and sketch of where it will be located on the property with distances in feet from home / property line / fence(s), etc.

**Add patio** - exact dimensions in feet and inches (width and length). What the patio is constructed of (concrete/pavers, etc.) and sketch of where it will be located on the property with distances in feet from home / property line / fence(s), etc.

**Add swimming pool** - exact dimensions in feet and inches (width and length). Pictures / architectural drawing or rendition required with specific detail of where it will be located on the property with distances in feet from home / property line / fence(s), etc.

**Add / repair / replace fence** – Type of material (wood/wrought iron), length, height, color (stain), type of posts. Plat of property showing exact location / placement of fence on property with distances in feet from home / property line / fence(s), etc.

**Add home addition** - exact dimensions in feet and inches (height, width and length). Pictures / architectural drawing or rendition required with specific detail of materials used, color and how it ties in to existing architecture of home.

**Replace / repair roof** – Type of material (shingles used) and specific color.

**Add / replace landscaping** – Description of modifications, including types of shrubs or trees, edging, lighting, sod/grasses, mulch being used.

**Any other modification** – Use as much detail as possible to describe your proposed change.

7. The HOA Documents in most communities allow **up to 30 days** for the ACC Committee to review your request. The time limit starts the day we receive your request. Submitting your request form (and supporting documents) via email in PDF format will ensure your request is handled in the most expeditious fashion.

Once you have completed your ACC Request, please forward it with all supporting documentation to:

Email: [dfw.support@fsresidential.com](mailto:dfw.support@fsresidential.com) Fax: 817-380-7011 By mail: First Service Residential  
9800 Hillwood Parkway – Suite 210  
Fort Worth, Texas 76177

# Meadow Glen - ACC

## Property Modification Approval Request Form

<b>ACC Use Only</b>
<b>Rq. No.</b>
<b>Phase</b>

As each of us bought our property in Meadow Glen, we agreed by our signatures to abide by the Declaration of Covenants, Conditions and Restrictions (a.k.a. CCRs or Deed Restrictions). The Deed Restrictions protect our property values by keeping Meadow Glen a highly desirable place to live. ACC (Architectural Control Committee) approval must be obtained prior to the start of your project. To avoid delay, make your request as complete as possible and type or print legibly. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. The ACC tries to assure that all changes to our properties conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.

### 1. ABOUT THE RESIDENT(S)

<i>Name(s)</i>	
<i>Address</i>	
<i>E-Mail</i>	
<i>Phone(s)</i>	<i>Best time to call</i>

### 2. ABOUT THE PROJECT

<i>Proposed start date</i>	<i>Proposed completion date</i>
<i>Describe the nature of the project (attach pages as necessary)</i>	
<i>Location (attach sketch/drawing)</i>	
<i>Dimensions</i>	<i>Distance from fences and easements</i>
<i>Colors</i>	<i>Shape</i>
<i>Materials</i>	
<i>Builder</i>	
<i>Other (specify)</i>	

**IMPORTANT:** Include plan view and elevation drawings (to scale) plus any other supporting documents indicating project's location and its relationship to property lines, neighbors, construction, easements, etc.

### 3. ABOUT THE REQUIREMENTS

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		I/We have read the appropriate Deed Restrictions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have obtained a City of Fort Worth building permit (attach copy)
<input type="checkbox"/>	<input type="checkbox"/>		This project will require a fence removal (if yes, inform Association Manager)
<input type="checkbox"/>	<input type="checkbox"/>		Completed project will be visible from the street
<b>Check any that apply:</b>			<input type="checkbox"/> Corner lot <input type="checkbox"/> Iron park fencing <input type="checkbox"/> Project already started/completed

<i>Homeowner's Signature</i>	<i>Date</i>
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Signature constitutes permission for ACC members to inspect property and agreement to abide by ACC's decision.

Mail this request, along with all supporting documents, drawings, photographs, etc. to:

**FirstService Residential**  
**9800 Hillwood Parkway Ste. 210**  
**Fort Worth, TX 76177**

**For additional information email or call:**

**dfw.support@fsresidential.com**  
**Phone: 817-380-7000**  
**Fax: 817-380-7011**