

# *Griffin Parc Residential Association*

## Request for Home Improvement Approval or Architectural Approval

### SUBMIT PLANS TO:

**SBB MANAGEMENT COMPANY**  
c/o Christy Thompson  
**c.thompson@sbbmanagement.com**  
8360 LBJ FRWY. SUITE #300  
DALLAS, TEXAS 75243  
Fax (972) 991-6642

This is an application for a proposed home improvement architectural approval. The Architectural Control Committee and Board of Directors will review this information and will approve or deny the request. The homeowner will receive a written response within thirty (30) days following the receipt of this request by the committee.

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Other Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Description of requested approval:

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Details of Work: Plans must be drawn to scale and provide dimension, location, materials, manufacturer, product name and color to be used. Check \_\_\_\_\_ if details attached.

If requesting paint: please include brand of paint, color and brand manufacturer's website (if applicable).

If requesting for a roof replacement: please include brand, manufacturer and website (if applicable), color, length of warranty and roofing contractor name/number and website (if applicable).

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Owners Acknowledgments:

**I understand:**

1. That nothing herein contained shall be construed to represent those alterations to land or buildings in accordance with these plans shall not violate any of the provisions of building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restrictions;
2. That no work on this request shall commence until I have received written approval of the Architectural Control Committee;
3. That any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and that I may be required to pay all legal expenses incurred;
4. That any approval is contingent upon construction or alterations being completed in a workmanlike manner;
5. That members of the Architectural Control Committee are permitted to make a routine inspections;
6. That a copy of this application will be returned to me after review by the Architectural Control Committee;
7. That there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors;
8. That the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within thirty (30) days of the approved date of this application and/or completed by any date specified by the Committee;
9. That all proposed improvements must meet city, state and local codes. My signature indicates that these standards are met to the best of my knowledge. I understand that applications for all required building permit(s) are my responsibility;
10. That any variation from the original application must be resubmitted for approval.
11. That if approved, said alteration must be maintained in accordance with the Declaration of Covenants, Conditions and Restrictions for the above and listed homeowners association.

**Homeowner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<p><b>ACC Use Only:</b></p> <p>Action:</p> <p style="text-align: center;"><input type="checkbox"/> Approved                      <input type="checkbox"/> Disapproved                      <input type="checkbox"/> Other</p> <p>Comments:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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