

**NOTTINGHAM FOREST CIVIC ASSOCIATION, INC.
c/o CREST MANAGEMENT**

Dear Resident:

Re: ACC Application:

Enclosed please find an ACC application for your home improvement or modification. Please note what is needed for your type of improvement and include with your application necessary forms, such as, photos, paint samples, solar screen samples, drawings, brochure, lot survey, and your signature are examples of what is needed for us to complete your request in a timely manner. If these items are not submitted with your application, your request is denied and returned to you for completion.
Please read the application carefully.

- ◆ A LOT SURVEY IS AN ARCHITECTURAL DRAWING OF YOUR PROPERTY SHOWING YOUR HOME, EASEMENTS, AND BUILDING LINES. A COPY USUALLY COMES WITH YOUR CLOSING PAPERS.
- ◆ Please SHOW on the survey in a distinguishable color, other than black ink, the location of your project.
- ◆ Faxed pictures come across as a solid black picture, so please mail or e-mail pictures. Faxed pictures cannot be used.

You will be notified after the ACC committee has made a decision. They have at least 30 days to review and respond to your application.

If you have any questions regarding your forms, please contact me at 281-945-4636 or e-mail the committee at tjwincz@yahoo.com . Please make sure the form is submitted to Crest Management.

Sincerely,

Debbie Kirschke
Assistant Property Manager

**IMPORTANT:
REMEMBER: WITHOUT PROVIDING EVERYTHING_NEEDED—
YOUR APPLICATION WILL BE DENIED AND RETURNED TO YOU FOR
COMPLETION AND RESUBMITTAL. THIS WILL DELAY YOUR PROCESS.**

NOTTINGHAM FOREST CIVIC ASSOCIATION

HOMEOWNERS INFORMATION

NAME:	SUBDIVISION:
ADDRESS:	DATE:
CONTACT PHONE No:	E-MAIL ADDRESS:

REQUIREMENTS LISTED BELOW FOR: IMPROVEMENT OR MODIFICATION

****_ WITH THE EXCEPTION OF PAINTING, SIDING, SHUTTERS, SCREENS, ROOF AND DOOR **EVERYTHING ELSE** REQUIRES A LOT SURVEY WITH THE LOCATION OF PROJECT **DRAWN** ON SURVEY. COLOR SAMPLES, MATERIALS, DIMENSIONS, DETAILS ARE REQUIRED ON ALL IMPROVEMENTS OR CHANGES AND **MOST** NEED PICTURES. (SEE BELOW)
WITHOUT NECESSARY ITEMS-YOUR APPLICATION IS DENIED AND RETURNED FOR COMPLETION AND RESUBMITTAL

CHECK BOX / CIRCLE IMPROVEMENTS below **(REQUIREMENTS NEEDED LISTED IN EACH BOX- PLUS A LOT SURVEY)**

SOLAR SCREENS/WINDOW TINT - SCREEN /TINT SAMPLE & WHAT WINDOWS	STORM DOOR/REPLACE FRONT DOOR-PICTURE & COLOR SAMPLE	PATIO SLAB, SIDEWALKS, LANDSCAP BORDER, DRIVE EXTENSIONS-PICT, DIM, MATERIAL USED	YARD ART/ BENCH, POTS, FOUNTAIN, SWING, STATUE, BIRD BATH,ETC-DIMENSIONS/PIC
GUTTERS/SIDING / SHUTTERS HARDIPLANK / COLOR SAMPLE	PATIO COVER/ARBOR/GAZEBO ROOM ADDITION-SEE BELOW	WROUGHT IRON FENCE & GATE- PICT & DIMENSIONS	DECK-DRAWING/DIMENSIONS
BASKETBALL GOAL (PERMANENT)—PICT/DIM	LANDSCAPE, TREE REMOVAL OR TREE PLANTING-LOT SUV	Wood Fence-Height –if stain, sample	LOW VOLTAGE LANDSCAP. LIGHTS-PICT
SPRINKLER SYSTEM-SHOW LOC. OF SPRINKLER HEADS	ROOF- SHINGLE SAMPLE & # OF WARRANTY YEARS	SATELLITE DISH-LOCATION ON LOT SURVEY, DISH SIZE	STORAGE SHED-PICT, DIM, BROCHURE
EXTERIOR PAINTING-EVEN IF SAME COLOR-NEED PAINT SAMPLE	PLAY EQUIP, FORT, SWING SET, TRAMPOLINE, BBG- PIC, DIM, HEIGHT, LOT SURV	POOL/SPA-DRAWINGS – IMPOSE ON LOT SURVEY- DONE BY POOL CO.	OTHER

If OTHER PLEASE DESCRIBE

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?	PHONE NUMBER ()
--	---------------------

*** ANY PAINTING(EVEN IF SAME COLOR) OR STAIN MUST HAVE COLOR SAMPLES PROVIDED OR YOUR APPLICATION WILL BE RETURNED

PAINTING OR STAIN: PLEASE STATE NEW PAINT COLOR & PROVIDE SAMPLE:	PORTION OF HOUSE TO BE PAINTED:	COLOR OF YOUR BRICK:
TRIM COLOR: (INCLUDE SOFFIT, FASCIA, AND WINDOW TRIM)- PROVIDE PAINT SAMPLE	ACCENT COLOR (INCLUDES SHUTTERS, WINDOWS HOODS & EXTERIOR DOORS)-PAINT SAMPLE	

***ROOM ADDITION, ENCLOSED PATIO, STORAGE BUILDING, PATIO OR PATIO COVER ,GAZEBO OR ARBOR APPLICATIONS **MUST HAVE:** A PHOTO, BROCHURE, OR DRAWINGS; DIMENSIONS; MATERIALS USED; PAINT, AND SCREEN SAMPLES; AND A LOT SURVEY SHOWING LOCATION OF IMPROVEMENT OR YOUR APPLICATION WILL BE RETURNED

HEIGHT OF PROJECT AT <u>HIGHEST PEAK:</u>	WIDTH:	LENGTH:	SQUARE FOOTAGE OF BUILDING / PATIO
---	--------	---------	------------------------------------

PROVIDE A LOT SURVEY AND **DRAW ON THE SURVEY WHERE ON YOUR PROPERTY YOUR MODIFICATION , PROJECT, BUILDING, CHANGE , OR ADDITION IS LOCATED: **THIS IS ESSENTIAL.****

- ◆ (A LOT SURVEY IS A DRAWING OF YOUR PROPERTY SHOWING EASEMENTS AND BUILDING LINES. THIS CAME WITH YOUR CLOSING PAPERS)

♦ WE NEED TO KNOW HOW YOUR IMPROVEMENT WILL LOOK WHEN FINISHED
Materials Necessary for Proposed Improvement or Modification

Circle what you will use in your project:		Lumber	Brick	Cement	Pipe
		Screen	Fence	Electrical	Shingles Other
If OTHER please describe:					
Lumber Type	Brick Type	Screen Type: Location of windows to screen (<u>NEED NAME AND SAMPLE</u> OF SCREEN			
Fencing Material (<u>PROVIDE LOT SURVEY</u>) If staining—must have color sample:				Height of Proposed Fence	

**PLEASE READ BELOW AND FOLLOW INSTRUCTIONS SO APPLICATION WILL BE PROCESSED TIMELY.
IF THE NECESSARY ITEMS ARE NOT PROVIDED, YOUR APPLICATION WILL BE DENIED AND RETURNED FOR
COMPLETION AND RESUBMITTAL.**

All applications must include a lot plan/survey, which shows the house, lot lines and easements. In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be provided to sufficiently describe the project in detail. A copy of any applicable city/county permits must be included. Please include a sample of all improvements! (Example: Paint chip/swab/swatch, roofing shingle, siding sample, solar screen sample, etc.) If you should have any questions, please contact:

In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatements; falsification or omission of information shall be grounds for denial of this application. I further understand that the Architectural Control Committee has at least thirty (30) days upon receipt to review my application and I agree not to begin property improvements or modifications until the Committee notifies me, in writing, of their decision. I have answered, truthfully, all questions pertaining to the proposed mentioned improvement or modification and have attached all samples, plans and permits required.

HOMEOWNERS SIGNATURE:	DATE:

**EMAIL COMPLETED FORM TO: DEBBIE.KIRSCHKE@CREST-MANAGEMENT.COM
OR MAIL COMPLETED FORM WITH SAMPLES TO:
CREST MANAGEMENT, 17171 PARK ROW, SUITE 310, HOUSTON, TX 77084**

ARCHITECTURAL CONTROL COMMITTEE USE ONLY

DATE APPLICATION FORWARDED TO THE COMMITTEE: _____

RECOMMENDATION OF THE COMMITTEE: **APPROVED** **DENIED**

COMMENTS:

ACC SIGNATURE 1:	DATE:
ACC SIGNATURE 2:	DATE:
ACC SIGNATURE 3:	DATE:

"INSTRUCTION LIST" ITEMS BELOW NECESSARY FOR APPROVAL

KEEP IN YOUR FILES FOR FUTURE PROJECTS—DO NOT RETURN

FIND YOUR PROJECT BELOW: READ AND FOLLOW INSTRUCTIONS

FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING DENIED AND RETURNED BACK TO YOU ASKING FOR COMPLETION AND RESUBMISSION.

- **EVERYTHING** REQUIRES A LOT SURVEY WITH THE PROJECT'S LOCATION *drawn* ON SURVEY.
- SEND A PHOTO OF YOUR HOME SHOWING THE COLOR OF BRICK, TRIM AND LOCATION OF PROJECT
- **DIMENSIONS INCLUDE THE HEIGHT FROM GROUND TO THE HIGHEST PEAK**
- WE NEED TO KNOW WHAT YOUR PROJECT WILL LOOK LIKE AFTER COMPLETION.

IF YOU ARE APPLYING FOR: (FIND PROJECT AND SUBMIT NECESSARY ITEMS)

1. **PATIO COVER, ARBOR, GAZEBO, ROOM ADDITION, PERGOLA ETC.:** YOU MUST SUBMIT 2 DRAWINGS -A SIDE VIEW AND A FRONT VIEW- SHOWING HOW THE STRUCTURE WILL LOOK -: INDICATE DIMENSIONS, INCLUDING HEIGHT FROM GROUND TO HIGHEST PEAK, COLOR, MATERIALS AND ROOFING. PROVIDE PHOTOS OR BROCHURE ,ROOF & PAINT SAMPLES, AND SHOW PLACEMENT ON THE LOT SURVEY.
2. **PLAY FORT, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC:** YOU MUST SUBMIT A PHOTO, BROCHURE OR DRAWING. INDICATE, HEIGHT, COLOR, MATERIALS, DIMENSIONS, ETC. AND SHOW THE PLACEMENT ON THE LOT SURVEY.
3. **POOL / SPA:** YOU MUST INDICATE ON THE LOT SURVEY THE LOCATION OF THE POOL / SPA, POOL EQUIPMENT, AND ANY DECKING. ALSO SHOW ANY SLIDES OR OTHER STRUCTURES THAT WOULD BE OVER THREE (3) FEET HIGH. PLEASE INDICATE HOW THEY WILL ACCESS THE BACKYARD.(POOL COMPANY WILL SUPPLY THIS FOR YOU).
4. **STAIN, EXTERIOR PAINTING, GUTTERS, SIDING, OR HARDIPLANK:** PLEASE SUBMIT SAMPLE OF COLOR OF STAIN, PAINT OR SIDING MATERIAL, EVEN IF USING THE SAME EXISTING COLOR.
5. **NEW ROOFING:** PLEASE SUBMIT ROOFING SHINGLE SAMPLE, NUMBER OF WARRANTY YEARS OF SHINGLES & MANUFACTURER, NAME OF ROOFING COMPANY AND THEIR PHONE NUMBER.
6. **NEW FRONT DOOR, STAINING DOOR, STORM DOOR, GARAGE DOOR:** PLEASE PROVIDE PHOTO OR BROCHURE AND COLOR SAMPLE. IF STAINING DOOR, PLEASE PROVIDE STAIN COLOR SAMPLE.
7. **SOLAR SCREENS, WINDOW FILM / TINT OR REPLACING WINDOWS:** PLEASE PROVIDE SCREEN OR FILM SAMPLES AND WHAT WINDOWS YOU ARE ADDING THIS TO. IF REPLACING WINDOWS, STATE WHAT WINDOWS YOU ARE REPLACING AND SEND PHOTOS OR BROCHURE TO SHOW LOOK.
8. **WROUGHT IRON GATE OR FENCE, BURGLAR BARS:** PLEASE SUBMIT DRAWING, PHOTO, OR BROCHURE, COLOR, DIMENSIONS, AND INDICATE PLACEMENT ON A LOT SURVEY.
9. **DECKING OR PATIO:** PLEASE INDICATE LOCATION ON LOT SURVEY, MATERIALS TO BE USED, AND DIMENSIONS INCLUDING HEIGHT OF DECKING.
10. **CONCRETE WORK (SIDEWALKS, DRIVEWAY, PATIO SLAB ETC.)** PLEASE SHOW LOCATION ON LOT SURVEY AND DIMENSIONS. INCLUDE A PICTURE.
11. **SATELLITE DISH, OR ANTENNAE:** PLEASE GIVE SIZE OF DISH, & HEIGHT OF ANTENNAE. SHOW LOCATION ON THE HOME BY TAKING A PICTURE AND MARKING THE AREA . IF NOT LOCATED ON HOME, INDICATE PLACEMENT ON A LOT SURVEY. PLEASE PROVIDE PHOTO OF ANTENNAE.
12. **YARD ART / DECORATIONS (BIRD BATHS, POTS, BENCHES, STATUES, SWING, SIGNS, WATER FOUNTAIN, ETC):** SUBMIT PHOTO OR BROCHURE, DIMENSIONS, AND SHOW LOCATION ON LOT SURVEY.
13. **LANDSCAPING, LANDSCAPE BORDER, TREE REMOVAL OR PLANTING:** PLEASE SUBMIT DETAILS, TYPE OF TREE REMOVED OR PLANTING, PLACEMENT ON LOT SURVEY. PICTURE OF BORDER.
14. **WOOD FENCE OR MOVING FENCE:** HEIGHT & TYPE OF FENCE, MATERIALS, AND SHOW LOCATION / CHANGE ON LOT SURVEY. IF STAINING, PLEASE PROVIDE STAIN COLOR SAMPLE.
15. **LANDSCAPING LIGHTS, OR SPRINKLER SYSTEM** PLEASE SHOW PLACEMENT OF ALL LIGHTS AND ALL SPRINKLER HEADS ON LOT SURVEY. PLEASE PROVIDE A PHOTO OR BROCHURE OF THE APPEARANCE OF THE LANDSCAPING LIGHTS AND WATTAGE OF LIGHTS.
16. **SHUTTERS:** NEED PHOTO OR BROCHURE SHOWING THE LOOK AND PAINT COLOR SAMPLE **WHAT** WINDOWS.
17. **STORAGE SHED:** NEED PHOTO OR BROCHURE, DIMENSIONS INCLUDING HEIGHT FROM GROUND TO HIGHEST PEAK, COLOR, MATERIALS, AND DRAW LOCATION ON LOT SURVEY.
18. **BALCONY:** NEED PHOTOS OF CURRENT LOOK OF HOME, DRAWING OF LOCATION OF PROPOSED BALCONY, HOW THIS WILL FIT/BLEND ON HOME, MATERIALS USED, TYPE OF RAILING AND COLOR OF RAIL, HOW IT WILL BE SUPPORTED, WHAT FLOORING IS ON THE GROUND AND 2ND FLOOR. SHOW HOW IT WILL LOOK WHEN COMPLETED.
19. **SOLAR ATTIC PANELS:** BROCHURE, DIMENSIONS, SHOW LOCATION BY TAKING PHOTO OF HOME AND MARK LOCATION ON PHOTO.

PLEASE USE A COLOR OTHER THAN BLACK INK TO DRAW LOCATION ON LOT SURVEY!