

HELPFUL INSTRUCTIONS FOR APPLICATIONS FOR HOME IMPROVEMENTS/MODIFICATIONS

THE MEETING IS **TYPICALLY** HELD THE THIRD **TUESDAY** OF EACH MONTH. THE DEADLINE FOR SUBMISSIONS IS THE *FIRST FRIDAY OF EACH MONTH*. ALL APPLICATIONS MUST BE RECEIVED BY THIS TIME. *****A SEPARATE APPLICATION IS REQUIRED FOR EACH ITEM SUBMITTED.**

PLEASE REFER TO THE CCR'S, DESIGN GUIDELINES, AND SUPPLEMENTAL DESIGN GUIDELINES FOR COMPLETE LIST OF REQUIREMENTS & GUIDELINES TO BE FOLLOWED.

PLEASE NOTE: FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED.

REMINDER: THE ASSOCIATION DOES NOT ACCEPT APPLICATIONS FROM CONTRACTORS. THEY MUST BE SUBMITTED SIGNED AND SUBMITTED BY THE HOMEOWNER!

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit a detailed elevation plan (a drawing showing how the finished structure will look from side, rear and top view). Patio covers and room addition applications require a roof plan (need to show how roof ties into roof of home). Indicate size, height, total square footage, color, materials, roofing and the exact placement on the lot survey. **(FOR PATIO COVERS AND ROOM ADDITIONS – PLEASE PROVIDE PHOTO(S) SHOWING THE EXISTING HOME/ LOCATION OF IMPROVEMENT)** Be advised that storage sheds are not permitted on the side yard; they must be located behind the home.
- 2) If you are applying for a **PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.** you must submit a photo or brochure. Indicate size, height, total square footage, color, materials, etc. and indicate the exact location on lot survey.
- 3) If you are applying for a **POOL/SPA** you must submit a detailed drawing of the pool, indicate on the lot survey the location, show construction access to property, include backwash detail and/or filter type, show drainage to front of property, show location of pool equipment, and show height of slides, waterfalls, etc. List materials and equipment.
- 4) If you are applying for exterior **PAINTING and/or SIDING** submit sample of existing color / new color being applied for and a photo of the home showing existing color scheme. Indicate on application exactly what will be painted on the home.
Cottage Grove Residents Please provide a photo of home showing existing colors and photos of houses on both sides of yours along with proposed paint samples.
- 5) If you are applying for a new **ROOF** please submit color (brochure or small sample).
- 6) If you are applying for new front **DOOR OR STORM DOOR, ETC.** please provide photo or brochure and color sample. Also include of photo of the front of the home to show existing color scheme.
- 7) If you are applying for **SOLAR SCREENS/WINDOW TINTING** please provide material samples.
- 8) If you are applying for **WROUGHT IRON GATES/FENCES** please submit drawing/photo, gate detail, and color and indicate placement on lot survey.
- 9) If you are applying for **DECKING/PATIO** please indicate location on lot survey and materials to be used and height of decking.
- 10) If you are applying for **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.) please indicate location on lot survey, measurements and color. Be advised that improvements cannot cross the sidewalk.
- 12) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit all details (tree or dimension and type and/or shrub/plant type) showing placement on lot survey. A master plant list may be picked up at the Association office.
- 13) If you are applying for **LANDSCAPE LIGHTING** please provide photo, wattage and indicate placement on lot survey.
- 14) If you are applying for wood **FENCING** please indicate height, materials and location on lot survey. Please see the wood fencing guidelines contained in the Supplemental Design Guidelines for more details.

******For applications requiring a lot survey**, please submit a copy of both the “clean survey” (lot survey before improvement is drawn on) and a copy of the lot survey showing exact placement of the proposed structure. Please submit a copy of the engineered lot survey rather than a builder’s survey. Please remember to keep the original engineered lot survey for your own records.

**PLEASE ADDRESS COMPLETED APPLICATIONS TO:
ARCHITECTURAL REVIEW COMMITTEE
4025 S Mason Rd
Katy, Texas 77450**

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VERBAL APPROVALS CANNOT BE GIVEN OVER THE PHONE. RESPONSE LETTERS MAY ONLY BE GIVEN TO THE HOMEOWNERS.