# HIGHLANDS OF PLANO PRESTON RIDGE
## ARCHITECTURAL IMPROVEMENT APPLICATION SUBMISSION FORM

| NAME | DATE: |
|---|---|
| ADDRESS: | PHONE: |

I WOULD LIKE TO REQUEST APPROVAL FOR THE FOLLOWING SUBMISSION:

Colors to be used_____; Dimensions:_____;
**(Please include manufacturer's sample)**
Location:_____;
**(Please provide a plot plan and note existing structures and set backs on plot plan)**
Construction Material:_____; Contractor: _____License # _____

(Please make sure the above includes detailed specifications, height, materials, color and a site plan showing location)

| OWNER'S SIGNATURE | SIGNATURE OF AUTHORIZED AGENT: |
|---|---|

IMPORTANT NOTICE: Owners are responsible for obtaining all city requirements, restrictions and approvals. All City permits, etc. should accompany submittal form. Trash containers are to be used on-site; no contractors' signs are allowed; no access/egress on common lands without prior approval from Highlands of Plano Preston Ridge Homeowners Association.

MAIL TO:
**HIGHLANDS OF PLANO PRESTON RIDGE**
1800 Preston Park, Suite 101
Plano, TX 75093
Fax: 214-778-0550

Please call the Management office at 972-943-2850 if you have any questions.

| APPROVED: | DATE: | DENIED: | DATE: |
|---|---|---|---|

CONDITIONS/REASONS/COMMENTS:

# Highlands of Plano Preston Ridge Homeowners Association, Inc.

The Architectural Control Committee Submission Form on the reverse side of this sheet must be completed for any anticipated exterior alterations to your home. Please review the Declaration of Covenants, Conditions and Restrictions for Highlands of Plano Preston Ridge, to find detailed requirements for your project. Please remember that you may be very familiar with your project, however, the Architectural Control Committee is not. Please be specific and detailed in the submission of your project to eliminate questions and unwanted delays in the processing of your submittals.

Please **make sure** you provide the following information:

- A completed Architectural Improvement Application Submission Form;
- A plot plan showing the location of the house along with any other structures on your lot, and the proposed structure (including dimensions from the property line or other structures);
- A description of the project, including dimensions of the project;
- A complete materials list of the project, including paint and/or stain color;
- A picture or drawing of the intended project.

This information must be provided before your application will be submitted to the Architectural Control Committee ("ACC") for consideration. Please note that the ACC will advise you of their decision within fifteen (15) days after receipt of your plans. The ACC reserves the right to request any additional information it may need to make a final determination on your submittal. Thank you in advance for your cooperation and compliance with the Restrictions that govern Highlands of Plano Preston Ridge Homeowners Association.

## NOTICE

1. All necessary permits (City/County) must be obtained from the proper agencies prior to beginning construction. This is the responsibility of the homeowner, not the Association.
2. All work must be done in a workmanship-like manner and must be substantially the same as the diagram or drawings submitted for approval.

## Owner Acknowledgements:

1. No work on this request shall commence until homeowner has received written approval from the Architectural Control Committee.
2. Any construction or exterior alteration undertaken by me or on my behalf before approval of the application is not allowed. If alterations are made by me before approval is given in writing, the homeowner may be required to return the property to its previous condition at his/her own expense.
3. Any variation from the original application must be resubmitted for approval.
4. All work related debris will be cleaned up on a daily basis to ensure the safety of fellow homeowners.

Homeowner Signature _____ Date _____

1800 Preston Park Blvd, Suite 101, Plano, Texas 75093 · (972) 943-2850 · Fax (214) 778-0550