

**BEAR BRANCH VILLAGE COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW APPLICATION**

In an effort to provide and protect each owner's rights and values it is **required** that any owner or groups of owners considering improvement to and/or change of their property, other than minor landscaping **must submit** an ARCHITECTURAL REVIEW APPLICATION FORM ("Application") to the Architectural Review Committee (ARC) for the planned improvement and/or change. If any property improvement/change is made that has not been approved, the ARC/Board has the right to ask the owner to remove the improvement and/or change from the property.

In order for the ARC to consider your Application all items marked with an "•" must be submitted with this Application. Failure to submit **all** the requested information will result in your Application being returned to you for completion.

Date: _____	Name of Owner _____
Property Address: _____	Section: _____
Home Phone #: _____	Business Phone (optional) _____
E-Mail Address (optional) _____	

Plat Plan	Dimensions	Distance From Fences	Paint Color Sample	Shingle	Construction Material	Brochure (if possible)	Company (person doing work)	Please check for need of any City Permits before starting any construction improvements
								TYPE OF IMPROVEMENT
•	•	•			•		•	Decks – Sidewalks – Driveways
•	•				•		•	Fence – Gates
•	•	•	•	•	•	•	•	Gazebo
•			•	•	•	•	•	Home improvement (Examples: garage doors-motion lights-windows-gutter-solar screens-awnings-shutters)
•	•				•	•	•	Landscape-Figurines-Arbors (Height needed)
			•			•	•	Painting
•		•				•	•	Basketball goals (permanent)
•	•	•			•	•	•	Playground Equipment
•	•	•			•	•	•	Pools
•		•			•	•	•	Basketball goals (Portable)
				•		•	•	Roof
•	•	•	•	•	•	•	•	Shed
•	•	•			•	•	•	Spa
•	•	•	•	•	•	•	•	Spa (with enclosure)
•	•	•	•	•	•	•	•	Sun rooms – Porches
•							•	Tree Removal
•	•	•	•	•	•	•	•	Addition/Modification of Structure

The ARC reserves the right to request additional information that they deem necessary before approval will be granted. Please be aware that the above list may not cover all items needing approval. If in doubt please call Kingwood Association Management. The ARC Architectural Review Application form must be submitted for any item that changes the appearance of your property.

FOR OFFICE USE ONLY	
Received on _____	Returned to homeowner on _____
_____ APPROVED _____ DENIED	Returned for what reason _____
Director Signature: X _____	

I understand that the ARC will act upon this Application at their first scheduled meeting upon receipt of my completed Application. I will be contacted as quickly as possible with their decision. I agree not to begin property improvement/changes until the ARC notifies me of their approval. This approval is valid for 120 days. If work has not started within this time, a new Application must be submitted.

