

*PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS*

## **GENERAL INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS OR MODIFICATIONS**

These general instructions are provided to you to help you ensure your application is complete as possible so that your plans can be properly and timely reviewed.

**FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED. THE VOLUNTEER ARCHITECTURAL COMMITTEE (ARC), is made up of volunteers from your community, and IS ALLOWED 30 DAYS TO RESPOND TO AN APPLICATION, however, it may only take 2 to 3 weeks.**

The following is a list of projects with requests for additional information. If your project is not listed or if you have additional questions, please contact PCMI at 281-870-0585 and ask for the ARC Department at extensions 1323 or 1348, or email [customercare@pcmi-us.com](mailto:customercare@pcmi-us.com) Remember that all modifications must be consistent and cohesive with existing structures of your home and your community in general.

1. **PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION;** you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey.
2. **PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.;** you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey, with measurements from rear and side building lines or easements.
3. **POOL/SPA** you must submit detailed drawing of pool and indicate on lot survey the location and show access to rear of property. No addition is to affect Lot drainage or your neighbor's.
4. **PAINTING OR SIDING** submit sample of color. Submit a photo of your home (to indicate brick colors)
5. **ROOFS** please submit manufactures name / color name (brochure or small sample).
6. **DOORS OR STORM DOORS** please provide photo or brochure. Indicate material, stain & or paint samples.
7. **SOLAR SCREENS OR WINDOW TINTING** please provide material samples. No reflective material.
8. **WROUGHT IRON GATES OR BURGLAR BARS** please submit drawing, color and indicate on lot survey placement.
9. **DECKING/PATIO** please indicate location on lot survey, materials to be used and height of decking.
10. **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.) please indicate location on lot survey.
11. **ANTENNAS** please give size, height, and color of antennae and show location on lot survey.
12. **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit all details (tree dimension and type) showing placement on lot survey.
13. **FENCING** please provide height, materials and location on lot survey.
14. **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, indicate location on lot survey, size, and dimensions.

**PLEASE ADDRESS APPLICATIONS TO:**

**ARCHITECTURAL REVIEW COMMITTEE  
P.O. BOX 219223  
HOUSTON, TEXAS 77218**