



ARCHITECTURAL MODIFICATION COMMITTEE
APPROVAL REQUEST FORM

Name (Please Print): _____
Signature: _____
Street Address: _____
Phone Number(s): _____
E-Mail Address: _____

As stated in the Master Declaration of Covenants for Belterra, the Modification Committee must approve any modifications to the exterior of your home. Requests for modifications (including a drawing of the proposed modification) should be submitted to our office prior to starting any modifications. Once the committee has reviewed your request, you will receive a letter confirming approval or denial.

The plans and specification to be submitted will not be considered complete without all of the following items (unless waived by the committee):

- A completed Architectural Approval Request Form**
- A plot plan or survey** showing the location and dimensions (including elevation) of all existing and proposed improvements. These improvements may be sketched onto the plat map.
- Existing and finished grades shall be shown at Lot corners and at corners of proposed improvements. **Lot drainage shall be indicated**, as well as cut and fill details, if any appreciable change in the Lot contour is contemplated.
- The structural design, exterior elevations, exterior materials, colors, textures and shapes of all proposed improvements shall be described, along with any diagrams or representations necessary to depict all proposed exterior modifications (including location and method), utility connections and fire protections systems.**
- Estimated time frame for completion of project:** _____
Estimated start date: _____
- Who will do the actual work on this improvement?**

- Location of improvement (check areas that apply)**
_____ Front of dwelling _____ Back of dwelling _____ Side of Dwelling _____ Roof
_____ Patio _____ Other: describe _____

In detail, describe the improvement which you propose, including detailed exterior materials, floor plan with dimensions (including height, width and depth), colors, greatest height of outbuildings and support structures (measured from the ground), stone/wood, roofing materials:

FAILURE TO SUBMIT THE REQUESTED ITEMS (1, 2 AND 3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT.

- _____ (1) A completed improvement request form
- _____ (2) Complete and detailed building plans, materials listing and specifications
- _____ (3) A property site/plot plan showing the location of the proposed modification
- _____ (4) Proposed modification is in compliance with the set back lines and easements

I understand the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree to not begin property improvement without written approval from the ACC. I understand that that all construction will meet the County codes and that the Architectural Control Committee approvals do not override County codes. I further understand I am responsible for any drainage issues.

Please submit your request to: Belterra Modification Committee
c/o Pioneer Real Estate Services
611 South Congress; Suite 510
Austin, TX 78704
Fax: (512)-443-3757 OR Email: judy@austinusa.com

******* DO NOT WRITE BELOW THIS LINE – FOR ACC USE ONLY *******

ACCEPTED _____ **DENIED** _____ **DATE** _____

COMMENTS

SIGNATURE(S) _____