

**BROOKGLEN COMMUNITY IMPROVEMENT ASSOCIATION  
ARCHITECTURAL APPROVAL APPLICATION  
FOR EXTERIOR HOME IMPROVEMENT**

**TYPE OF CONSTRUCTION**

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**Please mail and/or email the completed application along with all attachments to:**

BCIA  
P.O. Box 1822  
La Porte, Texas 77572  
brookglen\_acc@yahoo.com

**To Whom it may concern:**

Attached to this letter is a set of plans and/or sketches for your review and approval. The work will be performed at the following address and is scheduled to start on/or about (date) \_\_\_\_\_.

**Property Owner/Residents Information:**

Resident(s) Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Mailing Address (if applicable): \_\_\_\_\_  
Mobile #: \_\_\_\_\_ Work #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

**Contractor Information:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Mobile #: \_\_\_\_\_ Work #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

**NOTE: The Brookglen ACC has forty-five (45) days from the time the application is received to approve or disapprove the application, so please make sure you allow enough time before you schedule your project.**

The following required information (if applicable) is attached to expedite approval:

Plan view	(view from above)
Front elevation	(view from street)
Back elevation	(view from backyard)
Left side elevation	(view from left side, if facing house from street)
Right side elevation	(view from right side, if facing house from street)

**NOTE: Dimensions on the plans, sketches or survey must include set back distances from front, side, and back property lines. Other dimensions required are length, width, and height of the project from the ground. Roofing and siding material of construction must be described in detail. No permanent structure will be approved over any utility lines.**

**Owner's Affidavit:**

- 1. To my knowledge, nothing in the proposed improvement/alteration is in violation of the Declaration of Covenants, Conditions, and Restrictions (Deed restrictions) as applicable to the subject lot.**
- 2. I represent and warrant that the proposed improvement/alteration will be affected in strict compliance with the Deed Restrictions.**
- 3. I understand that approval by the Board of Directors shall in no way be construed as a waiver or modification of the Deed Restrictions.**
- 4. I represent and warrant that the proposed improvement/alteration will be in conformity and harmony with the exterior design and location of surrounding structures and topography, and that the quality of workmanship and materials involved will be in conformity with any existing adjacent structures.**

