

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

TYPE OF CONSTRUCTION _____

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 Address: _____

Mailing Address: _____

Mobile #: _____ Work #: _____

Alt #: _____ E-Mail: _____

Name and contact number of contractor:

Name: _____

Mobile #: _____ Work #: _____

E-Mail: _____

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.**
- 5. I understand that it is my responsibility to conform with all city, county, state, Federal, or any other jurisdictional building code or ordinance that may apply to this improvement/alteration and that approval by the BCIA shall in no way be construed as a waiver of such code or ordinance.**
- 6. I agree that no construction or other work on this improvement/alteration shall commence and the ACC will act on this request in a timely manner and notify the homeowner as quickly as possible of the decision.**

