



## MODIFICATION/IMPROVEMENT APPLICATION CHECKLIST

In an effort to provide and protect each individual Homeowner's rights and values, it is required that any Homeowner or group of owners considering improvements and/or changes to their home or property, submit a **MODIFICATION/IMPROVEMENT APPLICATION REQUEST** to the Architectural Review Committee for planned improvements and / or changes.

Please carefully review the requirements for submittal below. The review process cannot begin until the completed application, requested documentation, and any fees are received. The ARC Committee typically meets the first and third Monday of each month, with applications due to our office by 2:00 PM on the Thursday prior to the meeting. You will receive written notification of the ARC Committee's decision via email and mail. Modification must not begin until you receive written approval.

- o **Completed Application.** Please describe modification/improvements and attach required dimensioned drawings, elevation, or brochures (if any)
- o **Copy of your survey (plot plan) showing the location of the proposed improvements and all existing improvements.** Please indicate the locations of any trees which will be removed due to the improvement. Distance from fencing, building lines and easements must be noted.
- o **Dimensions (height, width, & length) of improvements.** For structures with a roof, a roof pitch will be required as well as front, side and roof plan elevations.
- o **List of materials being used for the improvement.**
- o **Application signed and dated by Property Owner.**
- o **Any applicable application fees and required deposits.**
- o **Color photo of area where improvement(s) will be located.**

### DEPOSITS AND APPLICATION FEES

- o **An ARC \$25 Administration Fee** is required and should be made payable to: Village of Biscayne Bay, Village of Diamond Bay, Village of Emerald Bay or Village of Reflection Bay.
- o **An ARC for Pool \$125 Administration Fee** is required and should be made payable to: Village of Biscayne Bay, Village of Diamond Bay, Village of Emerald Bay or Village of Reflection Bay. If you are installing a pool, a **\$500 deposit check** is required and will be deposited. **Please notify SCR when Pool is complete for common area pool inspection and deposit return. (Subject to satisfactory inspection results).**
- o **An ARC Post Inspection \$25.00 Administration Fee** is required for sheds, playgrounds, patio covers and pergolas.

### APPLICATION TO BE SUBMITTED TO THE SHADOW CREEK RANCH OFFICE AT 12234 SHADOW CREEK PARKWAY, STE 3112, PEARLAND, TX 77584

All decision letters are sent to the Owner via email and mail, typically within 48 hours after the regularly scheduled meeting.

**Your application will not be processed until the check has been received.**

If any change is made that has not been approved, the Association has the right to ask the Homeowner to remove the improvement(s) and/or change(s) from the property.

Revised 2/1/2018



**Shadow Creek Ranch Maintenance Association**  
*Village of Biscayne Bay, Village of Diamond Bay, Village of Emerald Bay, Village of Reflection Bay HOA, Inc.*

**MODIFICATION/IMPROVEMENT APPLICATION**

*Any required permits from the city or other agencies are the responsibility of the homeowner. Construction/Installation may not commence until approval from your Association has been obtained.*

**PLEASE REVIEW ARC SPECIFICATIONS (ONLINE) BEFORE COMPLETING THIS FORM.**

Please fill out this form in **COMPLETE** detail.

Date of Application: \_\_\_\_\_ Anticipated Date of Completion: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Address where construction is to be performed: \_\_\_\_\_

Subdivision Section: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Type of Improvement / Change proposed: \_\_\_\_\_

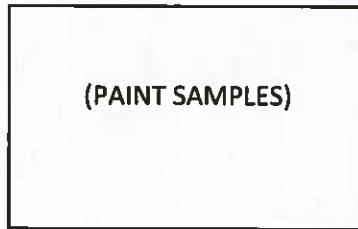
**PLEASE CIRCLE ALL MODIFICATION/IMPROVEMENT(S) THAT YOU ARE APPLYING FOR:**

Basketball Goals	Landscaping	*Pool/Spa**	Other (please describe)
Deck	Outdoor Kitchen	Room Addition	
Driveway Extension	Paint	Shed	
Exterior Lighting	Patio Cover (attached to house)	Solar Panels	
Fence/Gate	Pergola, Arbor or other free standing shade structure (not attached to house)	Solar Screen/Window Tint	
Fire Pit	Patio/Patio Extensions	Storm Door	
Flag Display	Play Structure	Walkway	

**\*\* INDICATES \$500.00 DEPOSIT FEE IS REQUIRED.**

I. **PAINING:**

1. Color of brick: \_\_\_\_\_  
(Original)
2. Color to be used for:
  - 2.a. Main portion of the house: \_\_\_\_\_  
(Including Garage Doors)
  - 2.b. Trim: \_\_\_\_\_  
(Soffit, Fascia Boards, Window Trim)
  - 2.c. Accents: \_\_\_\_\_  
(Shutters, Window Hoods, Doors)



II. **BASKETBALL GOALS:**

**REQUIRED INFORMATION:**

1. Lot Survey with location of the basketball goal indicated.
2. Description (i.e., color of net, pole / base, and backboard).

III. **EXTERIOR STRUCTURES – PART I (Applicable to all structures):**

**NOTE:**

**IF YOU ARE BUILDING AN EXTERIOR STRUCTURE WITH WALLS AND A ROOF, YOU MUST INCLUDE AN ELEVATION DRAWING SHOWING THE DIMENSIONS OF THE STRUCTURE, ESPECIALLY WITH REGARDS TO THE HEIGHT.**

**REQUIRED INFORMATION:**

1. Lot survey with the location of the structure indicated.
2. Type of materials to be used.
3. Dimensions of structure (i.e., height, width and length.)
4. Samples of roofing material and paint.

IV. **EXTERIOR STRUCTURES – PART II (Applicable to Storage Sheds Only):**

1. Final approval of exterior structure (*storage sheds only*) **must** also include a color picture showing proof of height, width, and location of aforementioned structure. The color picture **must** be e-mailed to: [answers.tx@fsresidential.com](mailto:answers.tx@fsresidential.com)

V. **LANDSCAPING:**

1. Must submit plant material list and location of landscape materials on plat lot survey.

**VI. OTHER MODIFICATIONS (Refer to the Common ARC Specifications Document for More Information):**

1. Include brochure / photos.
2. Plat lot survey (including proposed location of sprinkler system, lighting, sound, and cameras).
3. Material samples.
4. Storm Doors (\*must be full-view glass).

**VIII. PLEASE NOTIFY SCR WHEN POOL IS COMPLETE FOR COMMON AREA POOL INSPECTION AND DEPOSIT RETURN. (SUBJECT TO SATISFACTORY INSPECTION REVIEW)**

**PLEASE REVIEW AND SIGN BELOW:**

*I understand that the Association's Architectural Review Committee will act on this request as quickly as possible and contact me regarding their decision.*

*I agree not to begin property improvements/changes until the Architectural Review Committee notifies me of their approval.*

**I understand and agree that it is the duty of the Owner and any contractor or consultant employed by the Owner to determine that the proposed improvement is structurally, mechanically, and otherwise safe, and that it is designed and will be constructed in accordance with the Covenants and Restrictions applicable to the Lot. I agree that neither the Association, or any Director, Officer, Committee, Managing Agent, or member or employee thereof (the "Indemnified Parties"), shall be liable for damages or otherwise because of the approval or non-approval of this application or any facet thereof. I hereby release, indemnify and hold harmless the Indemnified Parties harmless from any claim, liability, damage, suit and attorney's fees arising out of any action or omission of any of the Indemnified Parties with regard to this application and in regard to the design plan review, construction or inspection of the proposed improvements, including any claims, liability, damages, suits and attorney's fees resulting from the negligent acts of one or more of the Indemnified Parties.**

---

**(Signature of Homeowner)**

---

**(Date Submitted)**

---

**RETURN TO:**

SHADOW CREEK RANCH (First Service Residential)  
12234 SHADOW CREEK PARKWAY, BLDG 3, STE 112  
PEARLAND, TEXAS 77584  
MAIN: (713) 332



SHADOW  
CREEK  
RANCH

**COMPLETED MAJOR MODIFICATION INSPECTION REQUEST FORM**  
**\*\*ONLY FOR PROJECTS THAT REQUIRE DEPOSITS\*\***

DATE OF REQUEST: \_\_\_\_\_ MODIFICATION FINISH DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PROPERTY ADDRESS OF MODIFICATION: \_\_\_\_\_

TYPE OF MODIFICATION: (EX: ROOM ADDITION, SWIMMING POOL, ETC) \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Association staff has the authority and will need access to rear yard to ensure that modification was completed as per approved plans. **Owner must notify the Association in writing of any matters related to backyard access such as locked gates, pets, etc.** Refund will be sent via regular mail and paid by check. **Please allow up to 3 weeks for processing.**

**PETS IN YARD**      **YES**      **NO**

**LOCKED GATES**      **YES**      **NO**

**OWNER/TENANT HOME FROM 8:00 AM - 5:00 PM?** \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**ASSOCIATION USE ONLY**

DEPOSIT AMOUNT: \_\_\_\_\_

DAMAGES - **YES/NO**

IF YES WHERE: \_\_\_\_\_

EQUIPMENT LEFT BEHIND - **YES/NO**

IF YES WHERE: \_\_\_\_\_

TRASH OR DEBRIS - **YES/NO**

IF YES WHERE: \_\_\_\_\_

OK TO RELEASE DEPOSIT: **YES/NO**

INSPECTOR SIGNATURE AND DATE: \_\_\_\_\_



**THANK YOU FOR SUBMITTING YOUR MODIFICATION/IMPROVEMENT APPLICATION FOR REVIEW AT OUR ARC MEETING!**

**WHAT'S NEXT?**

- **Your application will be reviewed by the Compliance Department. They will contact you to request any additional information if needed.**
- **ARC (Architectural Review Committee) typically meets the first and third Monday of each month.**
- **Applications are due by 2 PM the Thursday prior to the meeting in order to be reviewed at the meeting.**
- **How do I find out the Committee's decision? Be sure to include your email address on your application. A decision letter will also be mailed out to you. Typically, within 48 hours after the meeting.**

*Revised 2/1/2018*