

**LAKE CONROE FOREST OWNERS ASSOCIATION  
ARCHITECTURAL APPROVAL FORM**

In an effort to protect each individual property owner's right and property value, it is required by the Declaration of Covenants, Conditions and Restrictions that any property owner considering improvements to their deeded property MUST submit an ACC Approval Form prior to initiating any work or change of planned improvements. REJECTED FORMS MUST BE RESUBMITTED WITH CORRECTIONS.

**OWNER'S NAME** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**TYPE OF IMPROVEMENT:** \_\_\_\_\_

**LOCATION OF IMPROVEMENT:** Section \_\_\_\_\_ Block \_\_\_\_\_ Lot (s) \_\_\_\_\_

**Physical (911 Service Address):** \_\_\_\_\_

**Proposed Starting Date:** \_\_\_\_\_ **Work done by:** \_\_\_\_\_

COMPLETE THE FOLLOWING INSTRUCTIONS FULLY (incomplete forms will be rejected):

1. Submit a site plan showing property lines, placement of improvement(s), and an outline of improvement(s) including square footage and descriptions (see reverse side of this form or attach a drawing). Minimum size per lot is 5,000 square feet and 50 feet wide at point where improvement is to be built.
2. Give dimensions of improvement(s) in relation to lot(s) side and front/rear lines (SETBACK LINES).  
Front – 25 feet, Sides—5 feet,
3. Indicate fences and ancillary structures by location; height, style and type of material to be used. Indicate whether a portable dumpster or container will be utilized on the property during construction. (see below)
4. Notate type of sanitary and fresh water systems to be used or already installed.
5. Submit a recent photograph, sales literature or catalog page and types of exterior/interior finishes to be used, that may be helpful to Committee in evaluation.
6. Submit a copy of required permits i.e. City of Conroe, County or other which must be posted at the property at all times and visible from the street.
7. Inspection of foundation structure placement must be made before final approval is granted. It is the owner's responsibility to notify the LCFOA that foundation inspection is needed.

**DUMPSTERS OR CONTAINERS MAY BE DROPPED ON THE PROPERTY FOR PURPOSES OF REMOVING CONSTRUCTION DEBRIS. NO DUMPSTER OR CONTAINER MAY REMAIN ON THE PROPERTY POST-CONSTRUCTION OR LONGER THAN 90 DAYS FROM PROPOSED START DATE. ADDITIONAL TIME EXTENSION MAY BE GRANTED BY SUBMITTING A WRITTEN REQUEST TO THE ARCHITECTURAL CONTROL COMMITTEE. FAILURE TO COMPLY WILL RESULT IN A DAILY PENALTY OF \$25 UNTIL REMOVAL.**

**PROPERTY OWNER(S):**

\_\_\_\_\_  
(Signature of Owner of Said Property)

Date: \_\_\_\_\_

**APPROVED/REJECTED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

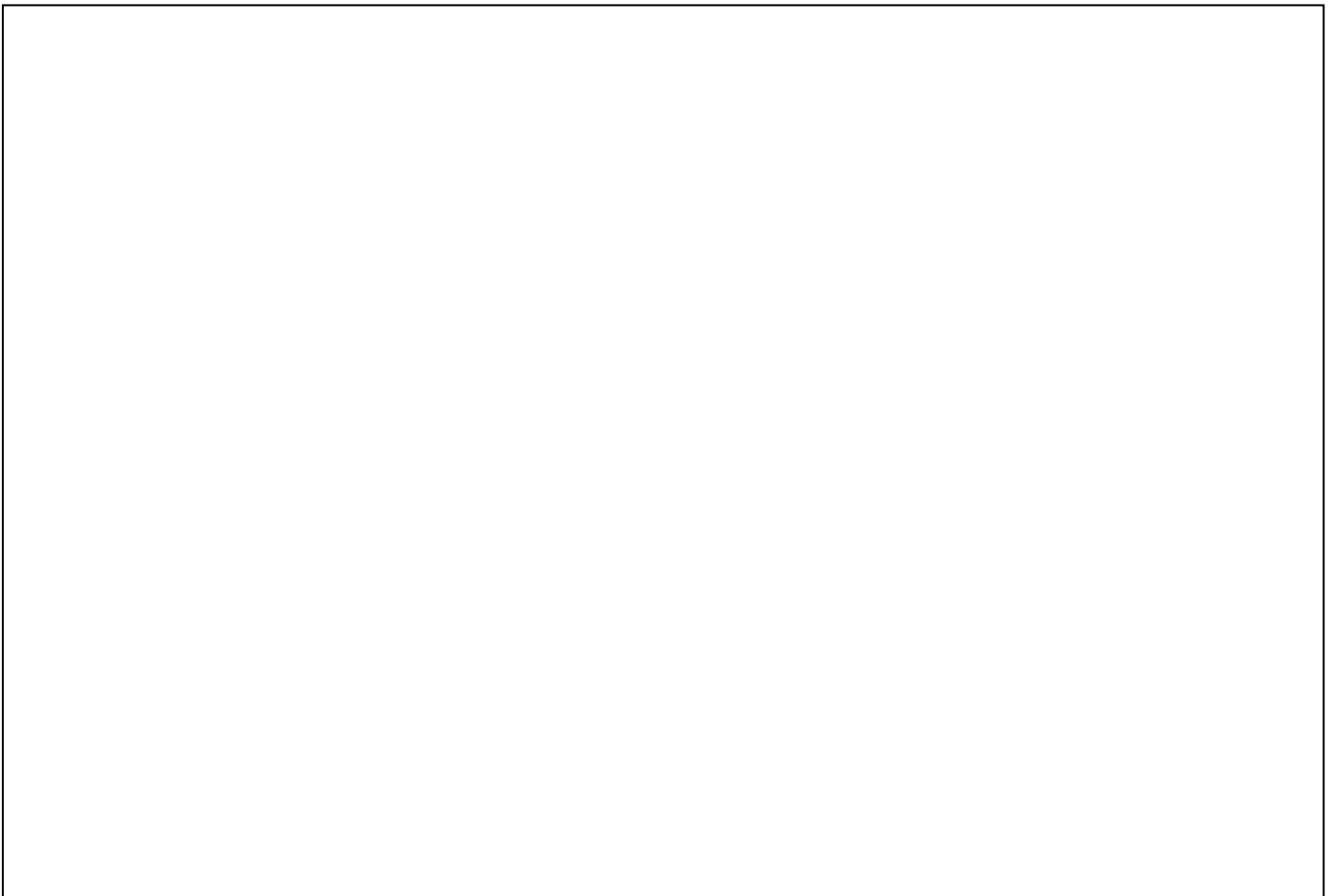
Reason for Rejection: \_\_\_\_\_

Architectural Committee: \_\_\_\_\_

**APPROVAL TERM FOR ACC FORM IS 90 DAYS. IF WORK NOT COMPLETED DURING THAT TIME, ACC FORM MUST BE RE-SUBMITTED FOR APPROVAL. A SIGNED APPROVED COPY OF THIS FORM MUST BE POSTED AT THE CONSTRUCTION SITE AND VISIBLE FROM THE STREET.**

**THIS FORM MAY BE MAILED OR DELIVERED TO LCFOA AT IMC, 3500 W. DAVIS, SUITE 190, CONROE, TX 77304 MONDAY (9-5) THROUGH FRIDAY (9-4) EXCEPT FOR THE LUNCH HOUR OF 12-1 DAILY WHEN THE OFFICE IS CLOSED.**

IF YOU WANT A PRELIMINARY APPROVAL PRIOR TO OBTAINING THE SITE PLAN, PLEASE SKETCH OUTSIDE PROPERTY LINE INCLUDING REFERENCE TO MAIN/SIDE STREETS (SETBACK LINES), AND DRAW DIMENSIONS OF CONSTRUCTION OR IMPROVEMENTS TO BE MADE AS PER THE REQUIREMENTS LISTED ON PAGE 1.



**FOR P.O.A. DIRECTOR COMMENTS:**