



SPRING CREEK FOREST

ARCHITECTURAL CONTROL COMMITTEE

HOME IMPROVEMENT REQUEST

Please provide the following information for your project to be considered by the ACC:

1. Check the appropriate project type:

☐ Room Addition ☐ Paint ☐ Roof Replacement ☐ Pool/Spa/Hot Tub Installation
☐ Patio Cover ☐ Fence ☐ Driveway/sidewalk ☐ Deck Installation
☐ Live Tree Removal ☐ Siding ☐ Antenna Installation ☐ Detached Building
☐ Dumpster Other (specify) _____

*****If a trailer or dumpster will be required to remain on premises during construction, please advise us of the timeframe so we may note your account. *****

2. Any request that includes room additions, fences, swimming pools, etc. (anything that is added to the lot) must include a survey plat with proposed improvements clearly marked. Any previous improvements not shown on the plat should also be marked. Please draw to the scale of the plat and clearly indicate all measurements.
3. Drawings/sketches of your proposed work. For example, a room addition must include drawings showing the front, back, and side elevations. Professional drawings are not required but they should be neat and drawn to scale.
4. A written description of all work to be done and a timetable for project completion. Include a list of all materials to be used in the project such as type and color of shingles, siding, windows, paint chip for painting, etc. The written description is very important. To eliminate any delays in the approval process, someone totally unfamiliar with the proposed project should have a clear understanding of the proposed work after reading the project description. If there are any uncertainties about the proposed project, please call a member of the ACC before submitting the request. **If additional information is required, the 30 day timeline to review will restart when the information is submitted as requested.**
5. The ACC Committee has 30 days to review application. You must receive confirmation of receipt; the 30 days will begin at that point. If confirmation was not received within 3 days of submitting application, email Springcreekforest@sterlingasi.com to confirm receipt of application
Please submit all ACC requests, with attachments, to Springcreekforest@sterlingasi.com or mail to Sterling ASI at 6842 N. Sam Houston Pkwy W. Houston, TX 77064

I am submitting these plans on the _____ day of _____, _____, with the understanding that I am not to start work on this project without ACC approval. We have 30 days from the **date of receipt** to respond to your request.

Name _____ Address _____

Phone # _____ Email (print clearly) _____

☐ APPROVED by ACC ☐ APPROVED by ACC WITH exceptions noted ☐ DISAPPROVED by ACC

ACC MEMBER SIGNATURE _____ DATE _____

AUTHORIZED WORK MUST BE COMPLETED WITHIN 6 MONTHS OF THE ABOVE DATE OR AUTHORIZATION IS REVOKED AND NEW PLANS MUST BE SUBMITTED FOR APPROVAL