



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 time frame so that we can 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 read and review the description and have a clear understanding of the proposed work. If there are any uncertainties about the proposed project, please review and rewrite before submitting the request.
5. **Please submit all ACC requests, with attachments, via email to 'SpringCreekForest@sterlingasi.com' or mail to: Sterling ASI, 6842 N. Sam Houston Pkwy W., Houston, TX 77064; ATTN: ACC. Do not submit ACC applications through the Sterling portal.**
6. The ACC Committee has 30 days to review application. Normally, much less time is required. You can check the status of your application on your account in the Sterling portal. If additional information is required, the 30 day timeline to review will restart when the information is submitted **as requested**.

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. The ACC has 30 days from the **date of receipt** to respond to my 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