

# **HARRIS VILLAGE OWNERS ASSOCIATION** **IMPROVEMENT REQUEST FORM**

## **INTRODUCTION/SUMMARY EXPLANATION**

Per Section 3 of the Deed Restrictions governing your Property, any building or other improvement that is to be constructed or altered within Harris Village must first submit the construction plans and specifications, and a plan showing the location of the structure or improvements must be submitted to and approved by the Architectural Control Committee to ensure that the quality, workmanship, type of building materials, harmony of external design with existing structures, and; location with respect to topography, easements, building lines and finish grade elevation are such that they will not detrimentally impact the neighborhood as a whole or any other Member's property value.

The approval or denial with explanation will be returned to the submitting Member within 30 days or the requested construction is to be deemed approved.

Please note, that failure to submit the required information referenced herein will result in significant reoccurring fines and/or outright rejection of your request, so if you are not sure whether something needs to be submitted, err towards submission and please be sure to provide all information requested or a brief explanation of the absence of such information. The 30 days referenced above is a maximum, not a minimum time required to obtain approval.

Finally, we advise you to consult the Deed Restrictions found on the Association's website for a more complete understanding of the process: [harrisvillagesub.com](http://harrisvillagesub.com).

## **REQUIRED INFORMATION**

Member Name: \_\_\_\_\_

Member Property Address: \_\_\_\_\_

Member Mailing Address (if different): \_\_\_\_\_

Member Phone Number: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Member Email: \_\_\_\_\_

Summary Explanation of Improvement Requested: \_\_\_\_\_

---

---

---

---

---

---

---

Checklist of Materials likely to be used (please note the color or type of material next to any checked materials):

**Brick:** \_\_, color/type: \_\_\_\_\_ **Stain:** \_\_, color/type: \_\_\_\_\_  
**Stucco:** \_\_, color/type: \_\_\_\_\_ **Shingles:** \_\_, color/type: \_\_\_\_\_  
**Cement:** \_\_, color/type: \_\_\_\_\_ **Siding:** \_\_, color/type: \_\_\_\_\_  
**Paint:** \_\_, color/type: \_\_\_\_\_ **Other:** \_\_, description: \_\_\_\_\_

Location of Improvement (check all that apply):

Front yard  Back yard  
 Left side yard from facing street  Right side from facing stree

PROJECT START DATE: \_\_/\_\_/\_\_ PROJECT COMPLETION DATE: \_\_/\_\_/\_\_

**Attachments (please attach the following items to this request):**

- A. Detailed building and construction plans, including the height, length, and width of the proposed building or improvement;
- B. A Property Site and/or Plot Map showing the location of the proposed building or improvement with accurate measurements of the property site and proposed building or improvement, and;
- C. Any specifications provided by the construction company, architect, engineer or other individual who will be responsible for constructing or designing the proposed building or improvement.

Additional information (please provide any other information that may be pertinent to the construction that is not addressed herein): \_\_\_\_\_

---

---

---

---

**MEMBER ACKNOWLEDGMENTS AND AGREEMENTS:** I understand that the ACC will act on this request and contact me in writing regarding their decision. I agree not to begin work on this improvement without written approval from the ACC. I understand if any change is made without the approval, I may be required to remove the improvement from my property. I also understand that all construction must comply with the Association's Deed Restrictions and any City/State/Federal laws, codes and ordinances. The ACC does not override the aforementioned laws, codes and ordinances and the approval from the ACC is not an approval from the requisite government authorities. I agree to obtain the necessary permits prior to commencement

of any work. I understand that failure to start or complete the improvement within the time specified on the application shall result in the withdrawal of approval unless an extension is requested and approved in writing. I agree not to alter any existing drainage patterns on my lot without express approval of the ACC. I understand that ACC approval is for aesthetic purposes primarily and is not a guarantee of structural safety or engineering soundness. I understand that failure to comply with all items addressed herein and in the Deed Restrictions will result in withdrawal of this approval and significant fines. I understand that signing or submitting this form that I agree to all terms within and am accepting responsibility for reviewing the Deed Restrictions applicable hereto.

SIGNED AND AGREED to by: \_\_\_\_\_

Printed Name of Signatory: \_\_\_\_\_

(If you email this document, doing so will suffice as a signing the document)

Please email this document and necessary attachments to: [CRBritain.law@gmail.com](mailto:CRBritain.law@gmail.com)

Please mail to:

Harris Village Owners Association  
P.O. Box 9012  
Waco, Texas 76710