

**SOUTHLAKE II HOMEOWNERS ASSOCIATION**  
**ARCHITECTURAL APPLICATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Lot \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email \_\_\_\_\_

Describe in detail the changes or modifications for which you are requesting approval:

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**Please complete and sign this form and attach the following information:**

1. Copy of contractor proposal and sketch of work to be done.
2. Copy of contractor's occupational license.
3. Copy of contractor's liability insurance and workers compensation insurance; certificate holder must state **Southlake II Homeowners Association**
4. Copy of homeowner's property survey indicating location of changes or modifications.

Materials you **may** need to provide for the Association to make a decision on your request include:

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the house exterior.
3. A sample of the color of paint or other materials that may be used on the house exterior.
4. Any other materials or information that may assist in Association evaluation of the project.
5. A site plan showing your lot, the location of your home on the lot, and where the changes will be made.
6. Landscape changes may require changes to your irrigation system. Supply information regarding same. You are required to make any changes and will be responsible for any damages to either private or common areas.

**It is understood that the changes or modifications which you are requesting may not:**

1. Interfere with, or obstruct any easements on your property or the adjoining property.
2. Damage landscaping on your property, that of a neighbor, or the common grounds of the Association. If you do so, you are responsible for all repairs.
3. Cause a nuisance or interference with the peace or privacy of the other people in the community.
4. Be performed by unlicensed contractors or without the required permits from all governmental agencies.
5. Upon approval of your Architectural Application, the work must commence within forty-five (45) days and be completed in a reasonable amount of time. Failure to start the work in the forty-five (45) day period will require your submitting a new application.

**Homeowner's Signature** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DISAPPROVED** \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**You will be notified within thirty (30) days of Architectural Review Board approval or disapproval of your request for changes or modifications.**

**ARC Committee Notes:** \_\_\_\_\_

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