



THE LANDING HOMEOWNERS ASSOCIATION, INC.

REQUEST FOR ARCHITECTURAL CONTROL COMMITTEE (ACC) APPROVAL

This is your application for approval by the ACC of an improvement to your lot or home. Please read it carefully. The ACC will review your information and approve or deny your request. The ACC has up to (30) thirty days to respond with a decision (following the receipt of this request). Please forward this completed request form to:

The Landing HOA Inc. - 9400 Mountain Lake – Fort Worth, TX 76179
Attn: Annette McCracken Phone & Fax: (817) 236-8383 E-Mail: landinghoa@att.net

NAME: _____ HOME PHONE: _____
ADDRESS: _____ WORK PHONE: _____
_____ E-MAIL: _____

DESCRIPTION OF REQUESTED APPROVAL/BOARD NOTIFICATION:

- ___ INSTALL SATELLITE DISH – Please include map or describe proposed location.
- ___ FENCE ADDITION OR REPLACEMENT (**Poles must be placed inside fence. Maximum height 6 feet**)
- ___ EXTERIOR LIGHTING
- ___ OTHER _____

DETAIL OF WORK/COMMENTS: _____

Please include, when appropriate, a copy of the plat of your Lot showing the EXACT location, height/square-footage of the improvements, existing structures and property lines and a complete list of construction materials and construction drawings/plans.

CERTIFICATION AND AGREEMENTS:

Homeowner certifies that all materials submitted to the ACC with this application for review are true and correct. Homeowner understands and agrees that no work may be performed prior to or in deviation from the terms of a permit approved by the ACC. Homeowner agrees to be bound by the ACC Rules and Standards **AND communicate with adjacent resident to coordinate access between properties. Any necessary use of adjacent property utilities must be first authorized by the resident/homeowner. Work area must be kept clean of trash and debris.**

DATE OF APPLICATION: _____

ESTIMATED START DATE: _____ ESTIMATED COMPLETION DATE: _____

HOMEOWNER SIGNATURE: _____

DATE RECEIVED BY HOA MANAGEMENT _____

DATE RECEIVED BY THE ARCHITECTURAL CONTROL COMMITTEE (ACC): _____

APPROVED: YES / NO - DATE: _____ BY: _____ , _____

_____, _____, _____



THE LANDING HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL REQUEST FORM SUBMISSION GUIDE

Please refer to the Declaration of Covenants, Conditions and Restrictions (DCC&R) for all architectural Guidelines. If you have additional questions or concerns after reading the DCC&R, please call the office manager at 817-236-8383.

HOA Management is not the ACC and does **not** make ACC determinations. HOA Management acts as a liaison between the ACC and the homeowner(s).

*Please completely fill out the ACC request form. If it is incomplete, the ACC will be unable to make its' determination. The time period in which the ACC has to make a determination will begin when all materials have been submitted completely. We want to process your request as efficiently as possible and can better achieve this if the form is completed properly.

*Please be certain to include a copy of the plat of your lot with the correct figures/measurements and placement of your improvement(s) clearly marked. You should have received a copy of your plat at closing. (Should you need to obtain another copy of your plat it will be necessary for you to contact the title company that handled your closing. Unfortunately, HOA Management cannot obtain this item for you.)

* Please include any constructions plans and material samples, etc. you may have (depending on the project) as well as the requirements outlined in the DCC&R. This might include a list of materials like the type and color of wood, stain, brick, metal, etc. and possibly samples of the materials (at the ACC's request) after the initial application.

Note: HOA Management cannot fill out the ACC request form, plat, materials list, etc, for the homeowner. It is the homeowner(s) responsibility to obtain and complete these items. HOA Management will, however, assist in guiding you through this process.

* Once you have filled out the paperwork completely, included your plat, and any other requirements according to the DCC&R, please mail (or fax, email, if no material samples are to be submitted) the application to the following address:

The Landing HOA
9400 Mountain Lake
Fort Worth, TX 76179

OR E-mail: landinghoa@att.net
OR Bring directly to the office

In accordance with the CDD&R guidelines, the ACC is allowed up to (30) thirty days in which to make and notify you of its' determination.

Once HOA Management receives your completed application, it is immediately dated and forwarded to the ACC Chairperson.

Once HOA Management receives the response from the ACC, the decision is dated and a copy of the application (including the decision) is returned to the applicant. Should you disagree with the determination of the ACC, you have the right to request a variance from the ACC. The request for the variance should be made in writing as soon as possible and sent to the manager. It will be processed, sent to the ACC, and you will be notified of the ACC's determination.

Please note that HOA Management does not have the ability to change a determination made by the ACC. **NOTE:** The Landing is within the City boundaries of Ft. Worth and may not override nor replace approval requirements from the appropriate City Authorities.

We hope these guidelines help you with Architectural Requests submittals.