



REQUEST FOR ARCHITECTURAL CONTROL COMMITTEE (ACC) APPROVAL

THELANDINGHOA.ORG

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

Phone & Fax: (817) 236-8383 E-Mail: landinghoa@att.net

NAME: _____

CELL PHONE: _____

ADDRESS: _____

OTHER PHONE: _____

E-MAIL: _____

DESCRIPTION OF REQUESTED APPROVAL/BOARD NOTIFICATION:

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. Copies of the DCC&R can be found on the HOA web site, TheLandinghoa.org.

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 _____



THE LANDING HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL REQUEST FORM SUBMISSION GUIDE

Please read and sign that you understand and agree to the following:

_____ I understand that in accordance with the DCC&R guidelines, the ACC is allowed up to (30) thirty days in which to make and notify me of its' determination. The 30-day time period in which the ACC has to make a determination will begin when all materials have been submitted completely.

_____ I have completely fill out the ACC request form. I acknowledge that if it is incomplete, the ACC will be unable to make its' determination.

_____ I have attached a copy of the plat of my lot with the correct figures/measurements and placement of improvement(s) are clearly marked.

_____ I have checked my plat to make sure that all improvements are on my property and not common property that is owned by The Landing. Any changes to The Landing owned common property must be brought to the HOA Board for approval prior to ACC approval.

_____ I included any constructions plans and material samples, etc. needed for the ACC to decide on my proposed project.

_____ I have read and understand the Declaration of Covenants, Conditions and Restrictions (DCC&R) as they pertain to my proposed project.

_____ I understand that The Landing is within the City boundaries of Ft. Worth and may not override nor replace approval requirements from the appropriate City Authorities.

_____ I understand that it is my responsibility to obtain any licenses, permits, insurance, etc. that may be needed for my project.

_____ 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.

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

APPROVED/DENIED: _____ DATE: _____

BY: _____

DENIAL REASON: _____
