

COLUMBIA LAKES HOMEOWNERS ASSOCIATION
Home Improvement/Addition Permit

To be used for additions/changes to structure or yard: roof, fences, swimming pools, driveways, exterior paint, etc.

In order to provide and protect each individual homeowner's rights and values, it is required that any homeowner or group of owners considering external improvements and/or changes to their home or property submit this form to the Architectural Control Committee for approval. **Additions/changes must be approved by the Committee before work begins.** If any change is made that has not been approved, CLHOA has the right to ask the homeowner to remove the improvement and/or change to the property.

Name: _____ Date: _____

Address where work is to be performed: _____

Legal Description: Section _____ Block _____ Lot _____ (your account number is the legal description)

Home phone: _____ Business or cell phone: _____

Type of work proposed: (If you plan to build a structure with walls and a roof, you must include an elevation drawing showing the dimensions of the structure, including height.)

Changing exterior colors? ___Y/___N (If Y, attach color samples.)

Planned construction start date: _____ Planned completion date: _____

Contractor Information (if applicable):

Contractor/Business Name: _____

Contact Person: _____ Phone: _____

I understand that CLHOA's Architectural Control Committee meets monthly after CLHOA Regular Meetings (2nd Tuesday of each month at 6:00 p.m.) and will contact me regarding its decision. I agree not to begin property improvements until I receive notification of approval. I further understand that if any change is made that has not been approved, CLHOA has the right to require removal of the improvement and/or change to the property.

Signature of Homeowner

Date

Submit both pages and required documents to CLHOA Architectural Committee

Mail to: CLHOA, P.O. Box 277, West Columbia, TX 77486
Or deliver to: 1st Capital Business Services, 310 East Brazos, West Columbia, TX 77486

Home Improvement/Addition Permit Required Documents Checklist

Site plans for additions must include **(submit 2 site plans)**:

- _____ Lot dimensions
- _____ Setbacks and easements
- _____ Any existing and proposed improvements
- _____ For fencing: location, height, material and color of fence
- _____ For pools or decks: detail plans of location, shape, size, materials

Building plans for additions or exterior remodels must include **(submit 2 sets of plans)**:

- _____ Floor plans
- _____ Elevations - include roof plans, windows, doors, etc.
- _____ Detail drawings for porches, patios, and overhangs
- _____ Exterior materials, including shingles
- _____ Exterior color scheme (include paint samples)
- _____ Driveways and sidewalks: location, materials

This section for committee use only

Received date: _____

Review date: _____

Approval

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

Customer Contacted by: _____ Date: _____