

# ACC Improvement Request Form

BPMI Property and Project Management  
P.O. Box 601179 ● Dallas, Texas 75360

Community:

Date:

## Complete the steps below:

(The request will not be processed if the items below are not submitted to our office)

- (1) Completed Improvement Request Form.
- (2) Detailed building plans must be submitted include height, length, and width of the proposed improvements.
- (3) A property Site/plot map showing the location of the proposed improvement must be submitted.
- (4) Submit a picture of each existing improvement.

<b>Please print the following information:</b>  Owner Name  Address  Phone Email Address	<b>Briefly describe the improvement:</b>
<b>Materials to be used: (All applicable items)</b>  Brick      Color Stucco     Color Siding     Color Paint      Color Stain      Color Shingles   Color Wood      Color  Other (Explain)	<b>Location of the improvement or changes: (Check all items that apply)</b>  Front of home Back of home Side of home Roof of home Garage Patio Balcony Walkway Other (Describe)

**I understand that the Architectural Control Committee (ACC) will act on this request within 60 days of receipt and contact me in writing regarding their decision.** I agree not be begin work on this improvement without written approval from the ACC. I understand if any change is made without approval, I may be required to remove the improvement from my property. I also understand that all construction must comply with city/county codes.

Homeowner's printed name

Signature

Date

Improvement start date

Estimated completion date