

NEWPORT PROPERTY OWNER'S ASSOCIATION

P.O. Box 1362
Crosby, Texas 77532
Phone: (281) 462-4199 Fax: (281) 462-4132
www.newportpoa.com

Home Improvement Request

All exterior modifications to your property must be approved in advance by the Architectural Control Committee. The ACC will review your request to make sure that the improvement will be done in a professional, sound manner and will fit in with the aesthetics of the community. Please provide as much detail as possible so the ACC can properly understand your request. Without a complete description of your request, the form will have to be returned for more information. After you have filled out this form, please return it to the address shown above, place it in the drop box on Newport Boulevard, or e-mail with all attachments to mparisher@newportpoa.com. Thank you for your cooperation and concern for your community.

OWNER NAME _____

PROPERTY ADDRESS _____

MAILING ADDRESS _____

PHONE (home) _____ (office/cell) _____ E-Mail _____

BUILDER/CONTRACTOR NAME _____

PLEASE CONSULT THE ACC GUIDELINES FOR SIZE AND MATERIAL REQUIREMENTS

DESCRIBE THE IMPROVEMENT (you must be specific – attach a sketch, drawing or photo)

LOCATION OF THE IMPROVEMENT (attach a plot plan with sketch of improvement on property)

MATERIALS TO BE USED (attach sample, if appropriate)

Fence Material – type and length of picket _____

Color of Paint (paint chips required) _____

Roofing – **25-Year minimum** (type and manufacturer) (**30-Year in Seven Oaks and Sections 1, 2, 4, 7, 8, 9 and 12**)

Foundation (please attach foundation plans) _____

Driveway – Concrete psi _____ - rebar _____

Other _____

NEW HOME BUILDERS – CHOOSE A GRADING OPTION FOR YOUR LOT

A – Back to Front

B – Front to Back

C - BOTH

OTHER COMMENTS

PLANNED START DATE _____

EXPECTED COMPLETION DATE _____

If improvements are not completed within six (6) months, unless otherwise stated herein, a current HIR application must be submitted.

IF A COUNTY PERMIT IS REQUIRED FOR YOUR IMPROVEMENT IT IS YOUR RESPONSIBILITY TO OBTAIN SAME FROM HARRIS COUNTY

According to the Deed Restrictions, the Architectural Control Committee has **up to 30 or 40 days** (depending on the section) after receipt of this application to make a decision, so please submit the request far enough ahead of time. For your own protection, make sure you do not start the improvement until you have received proper approval. The more detail you provide about your improvement, the easier it will be to understand what you plan to do and to make a decision. **Written approval not received in 30-40 days may not be deemed as approved.**

SIGNATURE _____ DATE _____

-----**PLEASE DO NOT WRITE BELOW LINE**-----

_____ **APPROVED with the following restrictions, if any:**

Signatures:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

_____ **DISAPPROVED for the following reasons:**

Signatures:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____