

**REQUEST FOR APPROVAL (RFA)
TO MAKE A CHANGE TO PROPERTY**

Instructions

1. Complete this form, then sign and date.
2. A written description of the planned change must be attached and submitted with this RFA.
3. If the requested change pertains to the construction of a home or any other structure, a modification of an existing structure, tree removal, dirt removal or fill, or any other alteration to the real property, you are required to attach distinguishable architectural plans, a plat plan and architectural specifications. Restricted dimensions must be shown on related drawings (e.g. foundation height, set back distances, building dimensions, etc.). Architectural specifications must include type of structure e.g. wood frame, light gage metal frame, masonry, etc., foundation type, roof type, siding type and window type.
4. Plat plan must include placement of all structures, septic system, driveways, walkways, etc. with all required dimensions.
5. Minimum requirements of the Deed Restrictions must be met for all residential construction.
6. Mail this form and information to:
PCPOA-ACC Post Office Box 1522 Coldspring, Tx. 77331

Property Owner/Requestor Name: _____
Mail Address: _____
City / State / Zip _____
Daytime Phone: _____
Alternate Phone: _____
Email Address _____

Block / Lot number of real property to be changed: _____

What is the nature of change? (examples: Build a house, build a driveway, exterior painting, roofing or re-roofing, remove a tree greater than 6" diameter, build a fence, build a garage, etc.): _____

Date this change will be started? ___/___/____ Date completed? ___/___/____

AGREEMENT

I agree that the PCPOA Architectural Control Committee will take no action on this request until complete detailed information has been submitted. I agree not to begin work until written approval by the PCPOA-ACC has been received.

Property Owner/Requestor Signature

Date of Request