

Park Glen Architecture Control Committee ACC)

Property Modification Approval Request Form

ACC approval must be obtained prior to the start of your project

<= For PGNA ACC use only =>
Phase: _____
Village: _____

As each of us bought our property in Park Glen, we agreed by our signatures to abide by the Declaration of Covenants, Conditions and Restrictions (aka CCRs or Deed Restrictions). The Deed Restrictions protect our property values by keeping Park Glen a highly desirable place to live. If necessary, a copy of your Deed Restrictions may be obtained through the Park Glen web site (www.parkglen.org) or your Community Manager. ACC approvals are good for 6 months. If your project is going to extend beyond 6 months an exception is required. At the 6 month date, if your project is started but not complete, and there is no exception on file, you may be outside of the deed restrictions. If the property is outside the deed restrictions normal violation processes will apply. If the project has not started beyond the 6 month date, a new ACC request is required before the work may begin. To avoid delay, make your request as complete as possible and type or print legibly. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. The ACC tries to assure that all changes to our properties conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.

<p>1. ABOUT THE RESIDENT(S): Name(s) - _____</p> <ul style="list-style-type: none"> Address - _____ Phone(s) - _____ E-mail - _____ Best time to call - _____
<p>2. ABOUT THE PROJECT: Proposed/actual start date - _____ Completion date - _____</p> <ul style="list-style-type: none"> Describe the nature of the project (attach pages as necessary): _____ _____ Location (attach sketch/drawing/plot plan which shows relationship to residence and to neighbors) - _____ _____ Dimensions - _____ Distance from fences and easements - _____ Colors (if paint, attach sample) - _____ Materials - _____ Shape - _____ Builder - _____ Other (specify) - _____ <p>IMPORTANT:</p> <ul style="list-style-type: none"> Include plan view and elevation drawings (to scale) plus any other supporting documents indicating project's location and its relationship to property lines, neighbors, construction, easements, etc. Modification must be completed within six months of approval or a new request will need to be submitted. Post-inspections will be done to check that the modification was completed as submitted and approved. Any variances from plans that violate restrictions will be cause for a violation notice.

<p>3 - ABOUT THE REQUIREMENTS:</p> <ul style="list-style-type: none"> I/we have read the appropriate Deed Restrictions ----- YES <input type="checkbox"/> NO <input type="checkbox"/> I/we have obtained a City of Fort Worth building permit (attach copy) -- YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> This project will require PID fence removal (if yes, inform PM) ----- YES <input type="checkbox"/> NO <input type="checkbox"/> Completed project will be visible from any street ----- YES <input type="checkbox"/> NO <input type="checkbox"/> Will the project duration be longer than 6 months? ----- YES <input type="checkbox"/> NO <input type="checkbox"/> Completed project will affect drainage plan of any lot ----- YES <input type="checkbox"/> NO <input type="checkbox"/> Check any that apply - - Corner lot <input type="checkbox"/> Iron park fencing <input type="checkbox"/> Project already started/completed <input type="checkbox"/>

Homeowner's Signature _____ Date: _____
Signature constitutes permission for ACC members to inspect property and agreement to abide by ACC's decision.

Mail this request, along with all supporting documents, drawings, photographs, etc. to:	Property Management Solutions Attn: Property Manager for Park Glen 5751 Kroger Drive, Suite 240 Keller, TX 76248-5532	For additional information or guidance, please call our Property Manager at: 817-600-0035 (fax 972-591-5625)
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