

CASTLE HILLS ARCHITECTURAL MODIFICATION APPLICATION

Article 11, Section 11.2 of the Declaration of Covenants, Conditions and Restrictions for Castle Hills specify that: *No improvement(s) shall be constructed upon any of the property without prior written approval of the plans and specifications of the improvement(s) by the Residential Architectural Review Committee (RARC).*

The following items must be submitted including a copy of this completed application before the RARC will consider any improvement project.

_____ **Description of the Project(s):** Including a complete description of the project with architectural renderings, photos, blue prints, elevations, dimensions, description of materials to be used, finishes, colors and/or samples **as applicable.**

_____ **Survey, Plot Plan or Site Plan:** Official Survey showing the location of the project(s), dimensions, distances in conjunction with other structures on the lot, easements and setbacks from the property line.

_____ **Submit required information via:** Email: **RARC@Brightco.com** , Drop Off/Mail: **2520 King Arthur Blvd., Suite 200 Lewisville TX 75056** or Fax: **972-410-6601.**

Please submit this application and all required documentation to the RARC at least 30 days prior to beginning your project. If approved, you will have 180 days to complete the project.

Homeowner Name _____, Homeowner Address _____,

Phase # _____, Block # _____, Lot # _____,

Home Phone: _____, Cell Phone: _____, Homeowner Email Address: _____

Modification type: Landscape, Construction, Pool, Painting, Fencing, Roofing, Other.

Brief Description:

Date Submitted: _____ Signature of Homeowner: _____

Contractor Email Address: _____

(Please include if you would like the contractor copied on the response)

All construction permits and adherence to local, state and federal rules, laws, regulations, codes, ordinances as well as land use regulations are the sole responsibility of the homeowner and as such Castle Hills, its employees and members of the RARC are indemnified and held blameless for any and all civil or criminal breaches of law pertaining to the improvements, structural integrity and right of use.

Beginning the project or alteration **prior** to RARC approval or **failure** to adhere to the plans and materials as approved by the RARC will result in the mandatory dismantling and removal of the improvement. **All associated costs incurred will be at the Homeowner's expense.**

Applicants will be notified of the status of this application electronically. Meetings are held the second and fourth Monday of each month. Applications must be submitted by the end of business on the preceding Friday to be reviewed at the meeting. Responses will be emailed within the week following the meeting.