Received_____
Reviewed_____

Hampton Place Property Owners' Association, Inc.

REQUEST FOR APPROVAL OF EXTERIOR MODIFICATION

Realmanage.com

Name: _____ Date:_____

Address:_____Email:_____

Home#_____Work #_____Cell #_____

Type of Modification:

(Please Describe)_____

IMPORTANT: Please attach a detailed description of improvements and/or modifications and include the following information if applicable:

* Location
* Size
* Color
* Copy of Property Survey showing changes/additions
* Materials
* Type of Vegetation
*Plans/Drawings
* Exterior Finish
* Dimensions
* Roof Design
* Contractor, etc.

Before completing and submitting your application, please be advised that you are responsible to make yourself familiar with the association's covenants, rules and architectural guidelines. These documents should have been provided to you when you purchased your home. Homeowners will be responsible for ensuring that any proposed modifications comply with all applicable regulations, ordinances and laws. Homeowners are solely responsible for having on-site surveys completed and securing any necessary building permits required by the town and county. The Association, the Board of Directors, its committees or the management company will not be responsible for homeowners' compliance or noncompliance with any applicable laws or building codes.

********The following forms and information need to be submitted for all applications:**
1) The Request for Architectural Approval Form *(this form)*
2) Property Survey (from closing) showing the location of addition or alteration *(if applicable)*
3) Drawing of proposed addition or alterations, along with applicable photos or illustrations

Please include only ONE copy of your request for Submittal. It is recommended you keep a copy of your request for your records. Requests for multiple improvements may be submitted together as long as they are clearly defined. An "Approval", "Denial" or a "Request for More Information" letter will be sent to you in writing. Please allow thirty (30) days after receipt of the application to receive a reply. The ARC reserves the right to request additional information or make suggestions as needed for improvement clarification. Your application may be put on 'Hold' pending this additional information. This could result in an additional thirty (30) days to review and receive a reply. Approved projects must be completed within twelve (12) months from the date of approval. If you have any questions, please contact hamppoa@ciramail.com.

Hampton Place Property Owners' Association, Inc.
C/o RealManage, P.O. Box 803555, Dallas, TX 75380
Ph: 866-473-2573 & Fax: 866-919-5696
Email: hamppoa@ciramail.com

Arch Committee Approval: Yes_____ No _____Date: _____

Arch Committee Signature: _____No _____Date:_____

Instructions

Important, please read before submitting your architectural application: Before completing and submitting your application for an exterior change to your property it is the owner's responsibility to ensure that your proposed exterior change to your property meets all the local, state, and federal government requirements as well as the association's Covenants, Conditions, and Restrictions and Architectural Guidelines.

Copies of the association's Covenants, Conditions and Restrictions, and Architectural Guidelines can be found on your owner portal

Homeowners are responsible for having site surveys completed as well as any necessary building permits that are required by the local government. The Association, the Board of Directors, its committees, or the Association's management company are not responsible for homeowners' compliance with any applicable law or building code.

Required Documents

Your application will not be reviewed by the Association without all the required documents.

- Fully completed Architectural Application (this form)
- Copy of deed or closing documents if closed within the last 90 days.
- Survey of the Lot showing exactly where the proposed improvement will be located on the Lot.
- Drawing of the proposed improvement along with photos if applicable
- Detailed description of the proposed improvement including size, color, and description of the materials
- Detailed description of any plantings, excavations, or changes in the grade of the Lot
- Any other documents that will allow the reviewers to accurately visualize the completed improvement.

Application Process

1. Your application will be reviewed by the Architectural Committee once a **fully complete application is submitted along with all of the required documents**. The Architectural Committee has up to 30 days, after receiving a fully completed application, to review your application and make a decision on approval or denial.

2. Do not start any activity on the proposed improvement until you have received approval from the Architectural Committee in writing.

3. A separate application must be submitted for each proposed improvement. For example, one application for a perimeter fence and a separate application for an extension of the deck.

4. The Architectural Committee will notify you in writing that your application has been approved, denied, or approved with changes within 30 days of the receipt of a fully completed architectural application.

5. The Architectural Committee may request additional information in order to make a decision on the application. If there is a request for additional information the Architectural Committee will have 30 days from the receipt of the additional information to provide you with a final decision on the application.

6. Approved improvements must be completed within one year of the approval date.