

**ITEMS NECESSARY FOR HOME (SOMETHING TO KEEP IN FILES)
IMPROVEMENTS / MODIFICATIONS APPLICATION APPROVAL**

Failure to submit all required information will result in the application being denied and returned back to you asking for completion and resubmission. With the exception of roof, door, painting, screens, shutters and siding **EVERYTHING ELSE** requires a lot survey with the project's location drawn on survey. MOST needs pictures, materials used to make project, and samples of materials. DIMENSIONS INCLUDE THE HEIGHT FROM GROUND TO THE HIGHEST PEAK. We need to know what your project will look like after completion.

IF YOU ARE APPLYING FOR: (find project and submit necessary items)

1. PATIO COVER, ARBOR, GAZEBO, ROOM ADDITION, PERGOLA ETC.: you must submit 2 drawings -a side view and a front view- showing how the structure will look: Indicate dimensions, including height from ground to highest peak, color, materials, roof pitch, roofing and structural tie ins. Provide photos or brochure and show the placement on the lot survey. Provide roof & paint samples.
2. PLAY FORT, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC: you must submit a photo, brochure or drawing. Indicate size, height, color, materials, dimensions, etc. and show the placement on the lot survey.
3. POOL / SPA: you must indicate on the lot survey the location of the pool / spa, pool equipment, drainage, and any decking. Also show any slides or other structures that would be over three (3) feet high. Please indicate how they will access the backyard. (vPool Company will supply this for you).
4. STAIN, EXTERIOR PAINTING, GUTTERS, SIDING, OR HARDIPLANK: please submit sample of **COLOR** of stain, paint or siding material, even if using the same existing color.
5. NEW ROOFING: please submit roofing shingle sample and number of warranty years of shingles.
6. NEW FRONT DOOR, STAINING DOOR, OR STORM DOOR: Please provide photo or brochure and color sample. If STAINING door, please provide stain color sample.
7. SOLAR SCREENS, WINDOW FILM / TINT OR REPLACING WINDOWS: please provide screen or film samples and what windows you are adding this to. If replacing windows, state what windows you are replacing and send photos or brochure to show look.
8. WROUGHT IRON GATE OR FENCE, BURGLAR BARS: please submit drawing, photo, brochure, color, dimensions, and indicate placement on a lot survey.
9. FOR DECKING OR PATIO: please indicate location on lot survey, materials to be used, and dimensions including height of decking.
10. CONCRETE WORK (SIDEWALKS, DRIVEWAY, PATIO SLAB ETC.) please show location on lot survey and dimensions. Materials list and construction design. Include a picture.
11. SATELLITE DISH OR ANTENNAE: please give size of dish or height of antennae and show placement on the home. If not located on home, indicate placement on a lot survey. Please provide photo of antennae.
12. SOLAR PANELS: submit brochure with pictures and specifications and lot survey showing placement of panels and equipment. If installing street facing panels, you must supply the NREL letter (includes two calculations, one for street facing panels and one alternate. Street facing must be more 10% or more gain.) Solar Array Structural Certification with Texas Licensed Engineer's seal
13. YARD ART / DECORATIONS (BIRD BATHS, POTS, BENCHES, STATUES, SWING, SIGNS, WATER FOUNTAIN, ETC): submit photo or brochure, give dimensions, and show placement on lot survey.
14. LANDSCAPING, LANDSCAPE BORDER, TREE REMOVAL OR PLANTING: please submit all details showing placement on lot survey. Provide picture of border.
15. WOOD FENCE OR MOVING FENCE: please advise of height of fence, materials, and show location change on lot survey. IF STAINING, please provide stain color sample.
16. LANDSCAPING LIGHTS, or SPRINKLER SYSTEM please show placement of all lights and all sprinkler heads on lot survey. Please provide a photo or brochure of the appearance of the landscaping lights and wattage of lights.
17. SHUTTERS: need photo or brochure showing the look and paint color sample. State what windows.
18. STORAGE SHED: need photo or brochure, dimensions including height from ground to highest peak, color, materials, and draw location on lot survey and include measurements from the two closest fence lines. If a concrete pad is being installed, submit dimensions, materials, build design and include it in your peak height measurement.
19. STANDBY GENERATOR-need photo or brochure and location marked on lot survey.

PLEASE USE A COLOR OTHER THAN BLACK INK TO DRAW LOCATION ON LOT SURVEY!
DO NOT FAX PICTURES – THEY DO NOT COME OUT