

MCCIA REQUEST FOR HOME IMPROVEMENT APPROVAL

In an effort to protect each individual homeowner's rights and property values, it is required by Article V of the Declaration of Covenants, Conditions and Restrictions that any homeowner considering improvements to their deeded property submit a "Request for Home Improvement Approval" to the Architectural Control Committee/Board of Directors **prior** to initiating work on planned improvements. Completed Forms can be mailed or faxed to: Memorial Chase CIA. C/o Sterling ASI. 6842 North Sam Houston Parkway West - Houston, Texas 77064 832-678-4500 Fax: 832-678-4510

Owners Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Date Project Estimated To Begin: _____ Finish Date: _____

Who Will Do The Actual Work: _____ Email _____

Instructions:

1. Sketch and attach, (on back) a plan view of your lot showing property lines, main and side streets, and an outline of your home.
2. Locate with dimensions your proposed improvements.
3. Indicate fences.
4. Indicate height and style of fences (materials used). **6' 6" Height Limit (See Revised Policy For Details)**
5. If you are building or locating an accessory building, green house, patio, etc., indicate the exact location with dimensions from the property lines.
6. If you are proposing a room addition, patio, green house or any other architectural addition or change, the Committee will need an elevation and side view. (Use extra paper if details will not fit on rear of sheet)
 - A. Indicate materials to be used – type and color of shingles, type and color of brick, trim work, etc.
 - B. Make notations of colors that will be used – exact names. (Submit samples if possible)
 - C. Show all pertinent dimensions – height, length, width, slope of roof and location of windows and doors.
 - D. Point out any other important features.
 - E. If improvements will be placed on concrete foundations or slab, indicate size on sketch.
7. Feel free to submit any other material (photographs, sales literature, catalog pages, etc.) that may help the Committee in making an evaluation.
8. If you have any questions contact the association management company, Sterling ASI @ 832-678-4500 or email: mccia@memorialchasecia.com

I understand that the Association will act on the request as quickly as possible and contact me regarding its decision. I agree not to begin the proposed project until the Association notifies me of their approval.

SIGNATURE OF HOMEOWNER	DATE	EMAIL ADDRESS
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DATE RECEIVED _____ RECEIVED BY _____

APPLICATION APPROVED _____
DIRECTOR'S SIGNATURE

APPLICATION REJECTED _____
DIRECTOR'S SIGNATURE

DATE APPROVED / REJECTED _____
DIRECTOR'S SIGNATURE

Additional information available on the MCCIA web page at www.memorialchasecia.com