

Park Glen Neighborhood Association

www.ParkGlen.org

Property Modification Approval Instructions & Process

As each of us bought our property, we agreed by our signatures to abide by the Declaration of Covenants, Conditions, and Restrictions (a.k.a. Deed Restrictions or CCR's). The Deed Restrictions protect our property values by keeping the community a highly desirable place to live. A copy of your Deed Restrictions and the approved CCR Bulletins may be obtained from the Park Glen website.

The Architectural Control Committee (ACC) is a group of volunteers that reviews and makes decisions on requests from homeowners to make changes to their properties. The ACC tries to assure that all changes to our properties will conform to the appropriate Deed Restrictions. **Approval from the ACC must be obtained prior to the start of any external modification, improvement, addition, or replacement.** A partial list of projects requiring ACC approval may be found at www.parkglen.org. **If in doubt about whether a request is necessary, please submit a request.**

To submit a request, you can

- complete the "fillable" form (online at www.parkglen.org) with your computer and keyboard, then either
 - a) save to your computer & send as an attachment via e-mail or
 - b) print & mail,
- or you can use the blank form on the reverse, complete by hand, then either
 - c) mail or
 - d) scan & email.

However you submit the form, please also send other relevant documents (proposals, sketches, permits, photographs, etc.) to help the committee understand your project and what it will look like when finished. Drawings or plans with accurate measurements of the modification plus its relationship to property lines and/or other structures are essential. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval will invalidate approval. Inspections may be done to verify that the modification was completed as submitted and approved. Any variance that violates restrictions will be a violation of the CCR's.

Please send the completed form along with supporting documents to RealManage (Park Glen's Property Manager) as indicated on the bottom of the form. In most cases, you will receive an answer in about 15 days. ACC approvals are good for 6 months. If your project completion will extend beyond 6 months, you must request an exception or submit a new request for approval.

Thank you for your understanding and cooperation.

Park Glen Neighborhood Association

Property Modification Approval Request Form

Request # (by Property Manager): _____

Homeowner Name		Phone	
E-mail Address(es)		Best Time to Call	
Park Glen Address		Village / Phase	
Describe the Project			
Materials to be Used. When appropriate (e.g. for shingles), list the brand, style, and grade.			
Color, if applicable (indicate brand name & color name); provide link or send swatch if appropriate			
Location (relationship to your residence and your neighbors)		Expected Start Date	
Distance from fences and easements		Expected Completion	
Dimensions - LxWxH (Indicate pitch, for roof or patio cover)		Will completed project be visible from any street?	
		Yes No	
Has applicant read the relevant CCR's/Deed Restrictions/Bulletins?		Will neighborhood fencing be removed, even temporarily?	
Yes No		Yes No	
Has a Fort Worth building permit been obtained?		Yes Not yet; will be obtained before starting It's not necessary for this project	
If any trees will be removed, tell why, how many, the location(s), whether stumps will be removed, and the plan for replacement			
How might the modification affect the drainage on any lot?			
Describe any possible impact of the modification on your neighbors			
Contractor - name of selected or potential contractor(s) or 'Self'			
Other Info or Details			

Important: Please make your request as complete as possible. Include photos, plans, sketches, drawings, and any other supporting documents to show project's appearance, measurements, plan view, elevations, shape, style, location, and relationship to property lines.

Attachment(s) to be sent

By signing below, I / we give permission to the Association to inspect the property. I / we agree to abide by the ACC's decision.

Signature of Applicant	Date
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Please eMail this completed form along with supporting documents to: PARKGLEN@CiraMail.com

Or mail to: Park Glen c/o RealManage
P.O. Box 702348; Dallas, TX 75370-2348