



# Homestead at Carrollton Homeowners' Association Architectural Control Committee Approval Request Form

*Please complete both pages of this form and sign it to provide complete information to the ACC.*

DATE: \_\_\_\_\_

NAME (please print): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (best contact): \_\_\_\_\_

EMAIL (required): \_\_\_\_\_

The Declaration of Covenants, Conditions and Restrictions (the "Deed Restrictions") for the Homestead at Carrollton HOA specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Control Committee before the improvement project begins (4.1). To assist in your compliance with this restriction, please complete the following form and submit it with your plans and specifications for the proposed improvement.

The plans and specifications to be so submitted will not be considered complete without all of the following items (unless waived by the Committee).

1. A plot plan or survey showing the location and dimensions (including elevation) of all existing and proposal improvements.
2. Existing and finished grades shall be shown at Lot corners and at corners of proposed improvements. Lot drainage provisions shall be indicated as well as cut-and-fill details, if any appreciable change in the Lot contour in contemplated.
3. The structural design, exterior elevations, exterior materials, colors, textures and shape of all improvement shall be described, along with any diagrams or representations necessary to depict all proposed exterior illumination (including location and method), utility connection and fire protection systems.
4. Current picture of proposed improvement (i.e. house, fence, tree etc.)
5. Estimated time frame for completion of project\*: \_\_\_\_\_

**✓ Please do not get a final schedule for construction until this request has been approved and allow 30 days for ACC approval. Construction must begin within 60 days of approval and completed within 90 days of start date.**

**Approval Requested** (check all that apply)

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Basketball Goal                | <input type="checkbox"/> Satellite Dish           | <input type="checkbox"/> Fence(fill out next page) | <input type="checkbox"/> Other (Specify) |
| <input type="checkbox"/> Irrigation System              | <input type="checkbox"/> Swimming Pool            | <input type="checkbox"/> Deck/Patio                |  |
| <input type="checkbox"/> Outbuilding/Storage Shed       | <input type="checkbox"/> Playscape                | <input type="checkbox"/> Landscaping/Trees         |  |
| <input type="checkbox"/> Exterior Painting/Home Remodel | <input type="checkbox"/> Roof                     | <input type="checkbox"/> Driveway Extension        |  |
| <input type="checkbox"/> Retaining Wall                 | <input type="checkbox"/> Sidewalk/Driveway Repair | <input type="checkbox"/> Windows/Solar Screens     |  |

DESCRIPTION OF IMPROVEMENT (use additional pages, if necessary. Please fill out appropriate questions on pg. 2

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**Please fill out information below that applies to your request. This is required for faster approval.**

**FENCE** (Please include diagram showing position of fence relative to streets and house):

Fence may not be higher than 6 feet tall (if you have a retaining wall, measure fence from top of retaining wall) Pickets must face outward, the clean side out, and all post and rails must face inward toward the homeowner’s house. Must have detailing cap measuring 2x6 or 2x8” (2 inches high)- can have baseboard 2x6 (6 inches high)

Side yard fences must be setback a minimum 8’ from the primary façade.

Corner lots and Estate lots must be setback a minimum of 16’ from the front façade. Corner lot wooden fences must have top two feet made of lattice. If using other material, leave two feet open at the top of the 6 foot fence. Refer to Architectural Bulletins: 4.5-6:

Wood Fence Height 4.5-8 Fence Posts

**RETAINING WALL/FENCE:**

Retaining walls are only permissible for the purpose of leveling your yard and must be constructed of stone or brick or other durable material (horizontal boards are not in compliance). The affixed fence will be measured from the top of the retaining wall and must not exceed six (6) feet in height (Architectural Standard Bulletin 4.5-1 Fences and Retaining Walls) Please provide a plan from your contractor for the wall and fence, including materials to be used.

**ATHLETIC EQUIPMENT** (include diagram showing location of equipment): make and model of equipment being installed:

**WINDOW REPLACEMENT:**

Refer to Sept 28, 2020 Architectural Bulletin 4.5-10: Window Grids on homesteadatcarrollton.com for window grids requirement.

**SOLAR SCREENS/PANELS:**

Solar screens must match the windows they cover and, if applicable, show the same grid work pattern (*Architectural Standard Bulletin 4.5-2 Solar Screens*)

**EXTERIOR PAINTING:**

Does the color of the new paint match what you currently have?  Yes  No What shade(s) is this? \_\_\_\_\_.  
If the color(s) is different from your current paint, please provide a plan and paint samples to indicate what the new paint job will look like.

**LANDSCAPING AND TREES:** Will the new landscaping considerably change the outside look of your house from the front?  Yes  No. If yes, in what way? . \_\_\_\_\_

If you are planting a new tree or replacing an old or dead tree, please remember to use one of the approved trees: Bald cypress, Live Oak, Shumard Oak, Cedar Elm or Chinese Pistache, Native Texas Tree (Red Oak, Water Oak, Bur Oak, Chinquapin Oak, Lacebark Elm, Pecan.)

Replacement trees must be of a minimum ten-gallon planter container size.

Refer to *Architectural Bulletin Street and Alley Tree Requirements*.

Include your choice on this form. Which approved tree are you planting? \_\_\_\_\_

**SIDEWALKS:** When repairing the sidewalk, it must be kept at 5 feet wide and must be concrete. Pattern Book, pg. 2.

Also refer to City of Carrollton 90/10 Sidewalk Grant Program

**TEMPORARY STRUCTURES, OUTBUILDINGS FOR STORAGE SHEDS:**

Dimensions of the outbuilding’s pad \_\_\_\_\_

Description of structure/materials \_\_\_\_\_

**\*IMPORTANT NOTICE:** In addition to Association approvals, City and County requirements must also be met. Please ask the City/County regarding their requirements.

**Fastest method for submission:** Scan and email to [homesteadatcarrollton@gmail.com](mailto:homesteadatcarrollton@gmail.com) or drop in the lock-box on the porch of the clubhouse. This form is available on the HOA website ([www.homesteadatcarrollton.com](http://www.homesteadatcarrollton.com)) in both PDF and Word, which can be filled in by the resident and sent in.

- The Architectural Control Committee has 30 days to provide approval on a request or ask for more information.
- Construction must commence within 60 days of approval or approval will be deemed void.

For additional information contact:

HOA Admin, at 972-261-9841 , [homesteadatcarrollton@gmail.com](mailto:homesteadatcarrollton@gmail.com) or FirstService Residential at 877-378-2388.

• ✓ **PROPERTY OWNER SIGNATURE** \_\_\_\_\_

**Homestead at Carrollton Homeowners' Association**  
**Architectural Control Committee Approval Request Form**  
**Exhibit – list of supporting documents to provide**

As part of your request, please provide the following documents:

A). Photo of the “existing condition” – show current paint color and/or area to be changed prior to change being made.

B ). Contractor bids (these should detail the material to be used and scope of work).

C ). If a fence or other landscape changes are involved:

- Plot map that shows area to be changed (if you have a survey you can draw on a copy of this).
- Plans / Drawings / example photos of what is proposed

D). If you are painting include a paint sample / indication of color to be used.

E). For window replacement, refer to the Architectural Bulletin 4.5-10 Window Grids for grid requirements on windows.