

Architectural Change Application

Date: _____ Phone: _____ E-Mail: _____
 Owner: _____ 2nd Phone: _____
 Address: _____



Improvement Project: (Pool, Patio Cover, Fence, Front Porch, Building Additions)

Plot Plan: Please submit a Sketch, Photograph, or Blueprint that shows dimensions and location of the planned improvements. Note existing structures and lot set backs on the plot plan.

Dimensions: _____

Construction Materials: _____

Colors: (Please include sample if possible) _____

Supplier/Contractor: _____

Notes:
 To expedite the approval process, please include any additional information about your improvement project that will show compliance with the Covenants, Conditions, and Restrictions of Walnut Creek North HOA. No drainage alteration of lots is allowed.

It is recommended that you discuss planned improvements with your neighbors, so that any issues are resolved before construction begins. This is not a requirement of the application.

It is responsibility of the homeowner to ensure that all necessary permits (City and County) are obtained from the proper agencies prior to beginning construction.

All improvements must be done with professional quality workmanship, and must be substantially the same as the diagram and/or drawings submitted for approval.

Neighbor Awareness Signatures (optional, may support your request)

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Comment: _____

Comment: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Comment: _____

Comment: _____

Owner Acknowledgments

1. No work on this request shall commence until written approval from the Architectural Committee is received.
2. If any construction or exterior alteration is undertaken without approval, I understand that I may be required to restore the property to its original condition at my own expense.
3. Any variation from the approved application must be resubmitted for approval.

Owner/Applicants Signature: _____ Date: _____

Please submit to Circle C Properties by-

Scan to: hoacare@circlec.com

Fax to: 1-866-812-8811

Mail to: 2828 W. Parker Rd. Ste 104 Plano, TX 75075

Submit this form along with detailed Sketch, Diagram, Drawing, Illustrations, Photos, Plat, Etc.

FOR COMMITTEE OR BOARD OF DIRECTORS USE ONLY:

Approved By: _____

Disapproved By: _____

Comments: _____

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