

ARCHITECTURAL CONTROL COMMITTEE

BUILDING/IMPROVEMENT REQUEST and APPROVAL FORM

Committee scheduled to meet monthly on the 1st and 15th, except when date falls on Holidays and Weekends.

- **Refer to:** (1) DECLARATION OF COVENANTS, CONDITIONS and RESTRICTIONS of Sunshine: EXHIBIT "B", ARTICLES V & VI and (2) POLICIES AND PROCEDURES: Sections ARCHITECTURAL CONTROL and STORAGE AREA BUILDINGS.
- **Form Expiration Date:** Six months after ACC approval signoff date. Re-application needed to the ACC after six-month period.
- **Prior to starting any EXTERIOR improvement, maintenance or structure:** Submit required forms and information to the Office for approval by the ACC. Allow up to 25 days for approval/rejection notification. Plan your project accordingly. You will be notified by the Office of your approval/rejection status by email or phone.
- **City Building Permit:** See COVENANTS - ARTICLE V. Attach Two copies of City permit, if required, with this Approval Form for review. All City Building permits/penalties are at owner/contractor expense. This form does not represent or replace required City Building Permits. Check with your Town of Combes or City of Harlingen Permit Office prior to starting your project and obtain required permits and attach a copy of them to this form.
- **Incomplete forms or other forms:** Will not be accepted and will delay the review/approval process.
- **Emails and Texts:** Will not be accepted in place of an original signed BUILDING/IMPROVEMENT REQUEST and APPROVAL FORM.
- **Site visits:** May be required prior to approval and/or after approval by the ACC.
- **Revisions to an Approved Form:** Resubmit a **new form** for review and approval of any changes from the original.
- **Emergency:** Contact the ACC for immediate attention, example- roof leak.
- **Setbacks/Utility Easements:** 10' in front, 5' on sides and 5' in back. **No** structures in this area. **No** variance to setbacks.
- **Any eave overhang materials over 18"** in the utility easement are subject to removal at owner's expense.
- **Call 811** before you Dig.

Owner: _____ **Date:** _____
SIGNATURE REQUIRED - OWNERS ACKNOWLEDGEMENT Required

Address: _____
Required

Telephone: _____ **Email:** _____
Required Required (N/A if you don't have an email address)

Contractor Name or N/A: _____

Diagram/detailed drawing: Attach drawing with dimensions shown on the form or use reverse side of this form.

- **Include:** Specifications, descriptions, setbacks, type of materials. Use reference points (example: street side, corner lot, golf course, irrigation canal & driveway). Include color brochures/pictures. Material samples, if questionable, will be requested for review. Black and white copies of paint/color samples will **not** be accepted.
- **Attach paint samples.** If paint is Enamel a dried paint sample is required due to the difference of visual appearance.

Check all that apply:

- | | | | | | | | | |
|--|---------------------------------------|------------------------------------|---------------------------------|--------------------------------|----------------------------------|-----------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Roof | <input type="checkbox"/> Enclosure | <input type="checkbox"/> Door | <input type="checkbox"/> Deck | <input type="checkbox"/> Patio | <input type="checkbox"/> Rock | <input type="checkbox"/> Landscape | <input type="checkbox"/> Flagpole |
| <input type="checkbox"/> Structural Change | <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Garage | <input type="checkbox"/> Window | <input type="checkbox"/> Sheds | <input type="checkbox"/> Gutters | <input type="checkbox"/> Concrete | <input type="checkbox"/> Stain | <input type="checkbox"/> Paint/Stain |
| <input type="checkbox"/> Hurricane Shutter | <input type="checkbox"/> Car Port | <input type="checkbox"/> Pergola | <input type="checkbox"/> Siding | <input type="checkbox"/> Fence | <input type="checkbox"/> Other | _____ | | |

<input type="checkbox"/>	APPROVED _____	BUILDING PERMIT# _____	DATE: _____
<input type="checkbox"/>	Color/Paint changes are approved based upon the sample(s) provided. If the finished color is discernibly different the owner is responsible for matching the color, which was represented and approved, at owner's expense.		
<input type="checkbox"/>	NOT APPROVED REASON: _____		
_____ ACC Signature		_____ ACC Signature	
_____ ACC Signature		_____ ACC Signature	

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Upon approval of the above request, the Owner is required to Post the Approved/Laminated Permit Form, obtained from the SEPO Office, near the front door of the address noted, so it is clearly visible from the street curb during the entire time of your Project. That form needs to be returned to the office upon completion of the Project.