

# HERITAGE HOA - ACC

## Property Modification Approval Request Form

<b>ACC Use Only</b>
<b>Date Rec.</b>
<b>Decision</b>

As each of us bought our property in Heritage, we agreed by our signatures to abide by the Declaration of Covenants, Conditions and Restrictions (a.k.a. CCRs or Deed Restrictions). The Deed Restrictions protect our property values by keeping the community a highly desirable place to live. ACC (Architrectural Control Committee) approval must be obtained prior to the start of your project. To avoid delay, make your request as complete as possible and type or print legibly. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. The ACC tries to assure that all changes to our properties conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.

### 1. ABOUT THE RESIDENT(S)

<i>Name(s)</i>	
<i>Address</i>	
<i>E-Mail</i>	
<i>Phone(s)</i>	<i>Best time to call</i>

### 2. ABOUT THE PROJECT (Attach pages as necessary for each of the following and provide complete detail)

(Note: Projects should be consistent with home.)

<i>Proposed start date</i>	<i>Proposed completion date</i>
<i>Describe the nature of the project (attach pages as necessary)</i>	
<i>Location (attach sketch/drawing)</i>	
<i>Dimensions</i>	<i>Distance from fences and easements</i>
<i>Colors</i>	<i>Dimensions of completed structure</i>
<i>Materials (type, width, depth, length and/or thickness &amp; gauge)</i>	
<i>Builder</i>	

**IMPORTANT:** Include plan view and elevation drawings (to scale) plus any other supporting documents indicating project's location and its relationship to property lines, neighbors, construction, easements, etc.

### 3. ABOUT THE REQUIREMENTS

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		I/We have read the appropriate Deed Restrictions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have obtained a City building permit (attach copy)
<input type="checkbox"/>	<input type="checkbox"/>		This project will require fence removal (if yes, inform Association Manager)
<input type="checkbox"/>	<input type="checkbox"/>		Completed project will be visible from the street
<b>Check any that apply:</b>			<input type="checkbox"/> Corner lot <input type="checkbox"/> Iron park fencing <input type="checkbox"/> Project already started/completed

<i>Homeowner's Signature</i>	<i>Date</i>
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**Signature constitutes the following:** I certify that all materials submitted in this application are true and correct. I understand and agree that no work may be performed prior to or in deviation from the terms of a written approval letter submitted by the Heritage Homeowners Association. I agree to be bound by the ACC Rules and Standards. Management reserves the right to inspect the final product of the above request. A photo of the completed project must be submitted before a final letter of authorization will be mailed from Management. This application is valid for 6 months from date received.

Return this request, along with all supporting documents, drawings, photographs, etc. to:

[compliance@heritagelifehoa.com](mailto:compliance@heritagelifehoa.com)

or by mail:  
 Heritage HOA  
 9536 Courtright Drive  
 Fort Worth, TX 76244

For additional information call or email:

Phone: 817-741-1912

Fax: 817-741-1914

Compliance Liaison

[compliance@heritagelifehoa.com](mailto:compliance@heritagelifehoa.com)

All applications must have the following items or your application will be deferred for more information which could delay your project start date:

1. Signed and dated application
2. Survey showing location of project
3. Current photos of project area
4. Any additional information regarding project that will assist when reviewing application (internet pics, architect plans, brochures, drawings, etc.)