



## ACC MODIFICATION APPLICATION – Page 1

Along with submittal of Application, please mail review fees and deposits (if applicable) as follows:

**Owner shall email *fully* completed and signed Application**

**(Note: Contractors may not submit on Owner's behalf) to: [ACCReview@Goodwintx.com](mailto:ACCReview@Goodwintx.com)**

**(NEW EMAIL ADDRESS) Questions? 281-706-8950**

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**REVIEW FEE: \$150/each modification requested**

**Check Payable to: Esperanza Community Association**

**Mailing address: PO Box 203310,  
Austin, TX 78720**

**Please ensure your property address or HOA  
account number are notated on the check  
along with a note that the check is for an  
Architectural application.**

**Please provide any  
other information that  
will help the  
Committee in their  
review.**

**\*\*IMPORTANT NOTE:**

**Reviewer** has thirty (30) days to respond to application, but every effort will be made to respond within 14 days (about 2 weeks) of receipt. No response is deemed a denial, but Owners may expect written approval or denial.



## ACC MODIFICATION APPLICATION – Page 2

Name Of Community: ESPERANZA

Owner Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (Required): \_\_\_\_\_

Briefly describe the improvement you propose below:

**Type of Improvement** (check or circle which improvement applies to your request):

- |  |   |
|--|---|
| <input type="checkbox"/> Permanent Basketball Goal ( <b>Clear backboard/</b>                           | <input type="checkbox"/> Pool – show location of equipment/screening on site plan/fence/gates     |
| <input type="checkbox"/> Temporary Basketball Goal ( <b>Clear Backboard/Indicate stored location</b> ) | <input type="checkbox"/> Arbor/Trellis  |
| <input type="checkbox"/> Stain Fence ( <b>Sample Required</b> )  | <input type="checkbox"/> Spa/Hot Tub  |
| <input type="checkbox"/> Fencing ( <b>Gate Locations/Double Top Rail Req'd/Front Corner</b>            | <input type="checkbox"/> Gutters (Location & Color)   |
| <input type="checkbox"/> Paint Exterior ( <b>Sample Required</b> )                                     | <input type="checkbox"/> Room Addition ( <b>Elevation Drawings</b> )                              |
| <input type="checkbox"/> Porch Railing   | <input type="checkbox"/> Storage Building ( <b>Dimensions, Materials, Colors, Specs</b> )         |
| <input type="checkbox"/> Play Structure ( <b>Photo, Dimensions, Location on Site Plan</b>              | <input type="checkbox"/> Landscaping ( <b>Include type of sod, irrigation &amp; plant names</b> ) |
| <b>Note: 5' from side property line and 20' min. from rear setback</b>                                 | <input type="checkbox"/> Patio/Patio Cover/Extend Patio   |
| <input type="checkbox"/> Front Yard Statuary/Bird Bath/Water Fountain                                  | <input type="checkbox"/> Replace Door   |
| <input type="checkbox"/> Permanent Gazebo  | <input type="checkbox"/> Screen/Storm Door  |
| <input type="checkbox"/> Temporary Gazebo  | <input type="checkbox"/> Walkway/ Sidewalk  |
| <input type="checkbox"/> Stain/Paint Driveway ( <b>Sample Required</b> )                               | <input type="checkbox"/> Extend Driveway  |
| <input type="checkbox"/> Exterior/Landscape Lighting – indicate wattage and bulb type                  | <input type="checkbox"/> Window Treatments  |
| <input type="checkbox"/> Solar Panels – roof diagram/location/specs/color                              | <input type="checkbox"/> Deck   |
| <input type="checkbox"/> Other _____   |   |

**Plan Submittal Requirements**

Please thoroughly review your applications to ensure that all required information is included. **Incomplete applications will not be reviewed.**

<b>Site plan (Survey):</b> issued in closing papers showing the building setback lines and easements	<b>Must show exact location of the improvement on the site plan</b>
<b>Materials:</b> List all materials used in the project (ex: type of wood, brick, cement, iron, flagstone, stucco, etc.)	<b>List materials here:</b>
<b>Color Samples:</b> Provide brand/name and color samples for the paint color or stain colors to be used <b>Check website for Associations that have pre-approved stain color lists</b> <b>Roofing</b> – provide samples of material, color/brand/length of warranty (year)	<b>List colors here &amp; provide samples with request:</b>
<b>Photos/Elevation Drawings/Brochures:</b> <b>Elevation drawings needed for building plans and home additions</b>	<b>Include a photo, drawing or brochure showing what the improvement will look like</b>
<b>Dimensions:</b> Needed for all improvements such as outbuildings, play structures, decks, arbors, patio/patio covers, pools, etc. <b>For fence extensions</b> – indicate how many feet from the front corner of the home the new fence line will be and location of fence	<b>Length</b> _____ <b>Width</b> _____ <b>Height</b> _____



## ACC MODIFICATION APPLICATION – Page 3

### **ARCHITECTURAL REVIEW PROCESS AND PROCEDURES**

#### **ACKNOWLEDGEMENTS:**

\_\_\_\_\_ I acknowledge that I have read and agree to abide with all Restrictions related to my property with regard to the modification/addition as proposed

\_\_\_\_\_ I acknowledge that any adverse effects to drainage are my responsibility. The Architectural Committee is not responsible for reviewing drainage issues. Large scope projects are susceptible to drainage blocks, and/or diversion, which can impact my property and possibly those of adjacent property owners. I also acknowledge these precautions and agree not to allow my project to create storm water exit changes, which could result in negative conditions. Any negative impact will be my responsibility to correct.

\_\_\_\_\_ I acknowledge if my projects inadvertently causes drainage concerns, I will correct those problems at my own cost.

\_\_\_\_\_ I acknowledge if any utility or irrigation lines are damaged due to the improvement I/we make, all the repair cost will be my/our responsibility.

\_\_\_\_\_ I understand that a deposit and review fee may be applicable BEFORE my application is reviewed

\_\_\_\_\_ I understand that any contractors that I employ are not permitted to place signs on my property advertising the business (Exam: pool is built by...)

\_\_\_\_\_ I understand that greenbelt access or adjacent lot access is not granted for construction (ingress, egress or storage included)

\_\_\_\_\_ I hereby agree not to begin any improvements or changes until the Architectural Committee or Reviewer notifies me of their approval

\_\_\_\_\_ I understand that I must call to schedule an inspection no more than 7 days after the completion date of my project (I am responsible for calling this in, not my contractor)

\_\_\_\_\_ I understand that if I do not call in an inspection, I may be subject to forfeiture of my deposit or fines being levied against my HOA account.

\_\_\_\_\_ **I understand there is an \$150 application and review fee for all architectural modifications.**

**SPECIAL NOTE-CITY APPROVALS.** Many changes require city and or county review and permits. It is the homeowner's responsibility to obtain all authority's approvals and permits. Proper authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and obtain required permits. City or County approval does not preclude the need for architectural approval and vice versa.

I hereby acknowledge that I have read the Architectural Process and Procedures and understand the information that has been provided to me regarding the process.

\_\_\_\_\_  
Signature of Property Owner Submitting

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## ACC MODIFICATION APPLICATION – Page 4

**FOR OFFICE USE ONLY**

Application is:   ☐ Approved   ☐ Not Approved

Address: \_\_\_\_\_

Improvement: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
ACC Reviewer