

Shepherd's Glen Homeowners Association, Inc.
-ACC Property Modification Approval Request Form

ACC Use Only
Rq. No.
Phase

As each of us bought our property at the Shepherd's Glen Homeowners Association, 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 (Architectural 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. *You will also be required to supply a drawing of work to be done.* Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. The goal of the ACC is to assure that all exterior changes to our properties conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.

1. ABOUT THE RESIDENT(S)

Name(s)	
Address	
E-Mail	
Phone(s)	Best time to call

2. ABOUT THE PROJECT

Proposed start date	Proposed completion date
Please note that a photo of the completed project is required for tracking/record keeping purposes.	
Describe the nature of the project (attach pages as necessary)	
Location (attach sketch/drawing)	
Dimensions	Distance from fences and easements
Colors	Shape
Materials	
Builder	
Other (specify)	
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.	
Please provide color/stain samples for all projects. Also a list and description of materials being used for your project.	
The ACC Committee has 60 days to approve your request.	
Approved projects must be completed within 90 days of approval date unless otherwise noted by ACC. If an extension is needed to complete your project please contact your assigned Association Manager – Board approval will be needed.	

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 as necessary (attach copy)
<input type="checkbox"/>	<input type="checkbox"/>		This project will require a fence removal (if yes, inform Association Manager)
<input type="checkbox"/>	<input type="checkbox"/>		Completed project will be visible from the street
Check any that apply:			<input type="checkbox"/> Corner lot <input type="checkbox"/> Iron park fencing <input type="checkbox"/> Project already started/completed
Homeowner's Signature			Date

Signature constitutes permission for ACC members to inspect property and agreement to abide by ACC's decision.

Mail or email this request, along with all supporting documents, drawings, photographs, etc. to:

4Sight Neighborhood
 Management
 4760 Preston Rd. Suite 244-PMB 238
 Frisco, TX 75034
 Celeste@4SightPM.com

<p style="text-align: center;">For additional information email or call: Celeste Kennard (469) 287-8583 Celeste@4SightPM.com Fax (469) 287-8584</p>
--