



CASTLE HILLS

Residential Architectural Review Committee Application Form

C/O Castle Hills Community Center

2501 Queen Margaret

Lewisville, Texas 75056

Fax: 972-899-7501 or 972-899-2941

RARC@BrightCo.com

www.castlehills.com

Article 11, Section 11.2 of the Declaration of Covenants, Conditions and Restrictions for Castle Hills specify that no improvement shall be constructed upon any of the property without the prior written approval of the plans and specifications for the improvement(s) by the Residential Architectural Review Committee (RARC). To assist in your compliance with this restriction, please complete the following form and submit it with your plans and specifications for the proposed improvement.

The plans and specifications to be so submitted will not be considered complete without all of the following items unless waived by the Committee:

- Application:** Please complete the application below
- Description of the Project(s):** This will need to include a complete description of the materials to be used, the finishes and dimensions. Also include a color description and **sample** if your project includes painting or staining a color different than the original color or different than approved by a prior RARC application. **"Structures must show specific elevations."**
- Survey, Plot Plan or Site Plan:** One of these items will need to be included showing the location of the project(s), dimensions, distances in conjunction with other items on the lot and setbacks from the lot line. This item will not be needed for painting or roofing request.
- Submit:** You may email the completed application along with the required documentation directly to the committee or you may drop off, mail or fax it to the Community Center on Queen Margaret. The email address along with the mailing address and fax number are listed above. If being sent via email, please send in either Microsoft Word (.doc) or Adobe Acrobat (.pdf).

Please submit this application and all required documentation to the RARC at least 30 days prior to beginning your project. The RARC meets on the second and fourth Monday of the month. Only applications with proper documentation submitted at least three (3) business days prior to the next RARC meeting will be considered at that meeting. Those submitted late will be considered at the following RARC meeting. The RARC will do all it can to have your application reviewed in a timely manner so as not to impede the completion of your project.

Homeowner Name _____

Homeowner Address _____

Phase # _____ Block # _____ Lot # _____

Home Phone _____ Cell Phone _____

Homeowner Email Address _____

(Responses are emailed to Homeowner 1 – 2 days following the meetings)

Modification Type: Landscape Construction Pool Painting Fencing Roofing Other

Brief Description _____

Date Submitted _____ Expected Completion Date _____

Revision date: 09/15/2010

Please include along with this application, a drawing of where the work will be located on your lot in relation to your lot lines and home. If you plan to build any structures, please LIST THE TYPES OF MATERIALS you plan to use, as well as the COLOR TO BE APPLIED, and SHOW THE DESIGN of the structure.

The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations or additions described above comply with all applicable laws, rules, regulations, codes and ordinances. All construction and installation of any improvements shall comply with local, state, and federal building and land use regulations.

The Residential Architectural Review Committee (RARC) shall have no liability or obligation to determine whether such improvements, alterations and additions comply with any such laws, rules, regulations, codes ordinances. This review and approval is not a review, nor an approval, for compliance with any local, state, or federal building or land use regulations.

Building, electrical, or plumbing permits may be required. The determination of the necessity of any permits is the sole responsibility of the homeowner. Obtaining any necessary permits is the sole responsibility of the homeowner.

Changes to the proposed plan necessitated by permits or compliance with local, state, or federal building or land use laws are subject to an additional review by the Residential Architectural Review Committee (RARC).

If a homeowner begins a project and cannot complete it due to construction issues that require changes, the homeowner must resubmit all changes for written approval prior to continuing and finishing the project.

The homeowner acknowledges that they have 180 days from the date of the approval of this RARC form to complete the requested work.

The homeowner agrees not to begin this proposed property improvement(s) until the RARC notifies the homeowner with a written approval. If any change is made that has not been approved, the RARC has the right to ask the homeowner to remove the improvement from the property and the homeowner agrees to do so.

Responses are emailed to the homeowner. The Denton County Fresh Water Supply District is copied on the response; however you must still submit your permit application and any documentation required by the Water District to them when applicable. You may contact the Water District at 972-899-4000 with any questions.

If you would like to have your contractor copied on the response, please supply their email address below and they will be copied on the email response sent to you.

Contractor's Email Address _____

Homeowner Signature _____

Date _____