

# Riverchase Homeowners Association

## REQUEST FOR ARCHITECTURAL MODIFICATION

### Instructions and Information for Request

Below are applicable excerpts from the; Article 4, Architectural Control Committee (ACC). Please see your Declaration of Covenants, Conditions, and Restrictions for Riverchase (CCR) for additional information.

#### 4.5. ACC APPROVAL.

To request ACC approval, an owner must make written application and submit 2 identical sets of plans and specifications showing the nature, kind, shape, color, size, materials, and locations of the work to be performed. The application must clearly identify any requirement of this Declaration for which a variance is sought. The ACC will return one set of plans and specifications to the applicant marked with the ACC's response, such as "Approved," "Denied," or "More Information Required." The ACC will retain the other set of plans and specifications, together with the application, for the Association's files. Verbal approval by a director, officer, member of the ACC, or the Association's manager does not constitute ACC approval, which must be in writing.

##### 4.5.1. Deemed Approval.

If an owner has not received the ACC's written approval or denial within 60 days after delivering his complete application to the ACC, the owner may presume that his request has been approved by the ACC. The owner may then proceed with the improvement, provided he adheres to the plans and specifications which accompanied his application, and provided he initiates and completes the improvement in a timely manner.

##### 4.5.2. No Approval Required.

No approval is required to repaint exteriors in accordance with an ACC-approved color scheme, or to rebuild a dwelling in accordance with originally approved plans and specifications. Nor is approval required for an owner to remodel or repaint the interior of a dwelling.

##### 4.5.3. Building Permit.

If the application is for work that requires a building permit from the city, the ACC's approval is conditioned on the city's issuance of the appropriate permit. The ACC's approval of plans and specifications does not mean that they comply with the city's requirements. Alternatively, approval by the city does not ensure ACC approval.

From the CCR, Appendix B, CONSTRUCTION SPECIFICATIONS: "All improvements on a lot must :

- (1) comply with any applicable city ordinances and codes,
- (2) have a building permit issued by the city, if the type of improvement requires a permit,
- (3) have the ACC's prior written approval

These 3 requirements are independent -- one does not ensure or eliminate the need for another. The lot owner and/or owner's contractor must comply with all 3 requirements..." (See your CCR for full discussion)

**Note: It is the responsibility of the Homeowner to verify that Principal Management Group has received the application by requesting an email acknowledgement or self addressed stamped envelope.**

**Return by mail to: Principal Management Group, 12700 Park Central Drive, Suite 600, Dallas, TX 75251**

**OR email to [customercare@principal-mgmt.com](mailto:customercare@principal-mgmt.com) or FAX to 214-361-7874**

# Riverchase Homeowners Association

## REQUEST FOR ARCHITECTURAL MODIFICATION

City of Wylie building code compliance

The following information is provided by the City of Wylie. Additional information and details may be found on the City of Wylie website at:

<http://www.wylietexas.gov>

- Select City Government
- Then Building\_Inspection
- Then Projects\_Requiring\_Permits

or by contacting the City at the number below.

The Building Inspection Department reviews and inspects all commercial and residential building requests. All types of residential construction work require building permits from the City of Wylie's Building Inspection Department, including:

- ☒ Fences
- ☒ Accessory buildings or storage sheds
- ☒ Swimming pools and/or spas
- ☒ Residential room additions
- ☒ Extending a driveway
- ☒ Foundation repair
- Roof replacement
- ☒ Miscellaneous plumbing, electrical, or mechanical work; any other activity in which the owner or contractor desires to construct, enlarge, erect, alter, repair, move, demolish, convert, install, or replace a building or its utility system.

All of the above require a [Residential Building Application](#).

If you are unsure whether you may need a building permit, please call the Building Inspection Department at 972-516-6420.

Note: Any retaining wall over 24" high requires a building permit.

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# Riverchase Homeowners Association

## REQUEST FOR ARCHITECTURAL MODIFICATION

This is your application for proposed architectural modification. Please read it carefully. The Architectural Control Committee (ACC) will review your information and approve or deny your request within 60 days of receipt. (See [CC&R: ARTICLE 4 and APPENDIX B](#))

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### TYPE OF REQUEST: (Please check one)

- Conditional Approval – Prior to obtaining Building Permit. I understand Final Approval is required before construction can begin.  
 Final Approval – Building Permit obtained and attached.

### DOCUMENTATION REQUIRED:

- This signed Application.
- Two (2) identical sets of plans and specifications showing the nature, kind, shape, color, size, materials, and locations of the work to be performed. (Provide a marked up copy of lot survey or aerial picture)
- Copy of Approved City of Wylie Building Permit if final approval is requested and project requires permit – See attached City of Wylie building code compliance for guidelines.

DESCRIPTION OF WORK: Describe/ indicate all dimensions, materials, and colors for structures. Attach additional sheets if necessary. Include architectural or construction drawings if they are available.

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ESTIMATED COMPLETION DATE \_\_\_\_\_ [Work not completed within 180 days of Final Approval must be resubmitted.](#)

CERTIFICATIONS AND AGREEMENTS: Homeowner certifies that all materials submitted for this application are true and correct. Homeowner understands and agrees that no work may be performed prior to or in deviation from the terms approved by the Architectural Control Committee. Homeowner acknowledges that their Association dues account is current.

Homeowner Signature. \_\_\_\_\_ Date. \_\_\_\_\_

Note: It is the responsibility of the Homeowner to verify that Principal Management Group has received the application.

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