

APPENDIX B

THE VILLAGE AT FRISCO LAKES COMMUNITY ASSOCIATION, INC.

APPLICATION FOR MODIFICATION ***THIS IS NOT A BUILDING PERMIT***

Application and payment must be dropped off at the Northside Village Center, or sent by tracked delivery only to the following address: 7955 Anthem Dr., Frisco, TX 75036. Applications received after the due date deadline will be held over until the next meeting.

INCOMPLETE SUBMISSIONS WILL NOT BE REVIEWED
BY THE ARCHITECTURAL MODIFICATION COMMITTEE AND WILL BE RETURNED.
PLOT PLAN/TITLE SURVEY REQUIRED FOR ALL APPLICATIONS.

HOMEOWNER INFORMATION

Submittal Date: _____

Proposed Start Date: _____ Estimated Completion Date: _____

Lot Adjacency (check all that apply):

☐ Other Residential Lots ☐ Golf Course ☐ Park/Open Space/Common Area ☐ Lake/Pond/Water Feature

Name: _____

Property Address: _____

Neighborhood: _____ Block: _____ Lot: _____ Floor Plan: _____

Mailing Address: _____ City/State/Zip: _____
(If Different)

Telephone: _____ Email (homeowner): _____

Email Contractor?: YES or NO Contractor Email: _____

Homeowner will be notified in writing.

Once reviewed by the Committee, in which manner would you prefer your letter / documentation sent to you?

(Circle one) **MAILED** or **EMAILED**

ACTION TAKEN BY THE REVIEWING BODY:

- () **“Approved as Submitted”** – The entire document submitted is approved in total.
- () **“Approved, Subject to Conditions”** – The document submitted is partially approved. A Homeowner may proceed with the work to be performed; however, the Homeowner is responsible to comply with any and all notations on the submittal.
- () **“Resubmit”** – The project is not approved. More information is needed.
- () **“Rejected”** – The entire document submitted is not approved and no work may commence.

PLEASE REFER TO MODIFICATION LETTER FOR
ADDITIONAL COMMENTS AND CONDITIONS

For Office Use

APPLICATION FEE \$15 CASH or CHECK # _____ SUBMITTAL TIME: _____

RECEIVAL STAMP:

Homeowner acknowledges that he/she has read, understands, and agrees with the following provisions:

1. No work may begin without the prior written approval of the Reviewing Body of The Village at Frisco Lakes Community Association, Inc. If work is begun prior to obtaining written approval, Homeowner is responsible for all costs required to correct any non-conforming work and may also be subject to penalties and fines. The submittal of the application does not constitute approval of the proposed plan.
2. The Reviewing Body shall review applications without a hearing. The review shall be based solely on the information contained within each application. Every effort shall be made to respond within 30 days and in all cases the response shall be issued within 60 days. **The decision of the Reviewing Body shall be final on all matters submitted to it.**
3. If the application is approved, approval of the application shall not constitute an approval, ratification or endorsement of the quality or architectural or engineering soundness of the proposed improvements and neither the Reviewing Body nor the Association shall have any liability for any defects in the plans, specifications, or improvements.
4. Homeowner is responsible for ensuring that approved work is constructed and/or installed as outlined in the written response from the Reviewing Body. Homeowner is responsible for correcting, at Homeowner's own expense, any non-conforming work, including that of all contractors and sub-contractors. Homeowner is responsible for all costs required to correct any failure to complete work as approved and/or failure to correct any non-conforming work, as well as any penalties and fines.
5. If construction does not commence on a project for which plans have been approved within 120 days of such approval, such plans shall be deemed withdrawn.
6. Homeowner agrees to pay any costs incurred by the Association if Homeowner fails to meet the standards, requirements or provisions of the Design Guidelines and the Declaration of Covenants, Conditions and Restrictions for The Village at Frisco Lakes.
7. The Homeowner shall be responsible for complying with all City of Frisco Codes and Ordinances and Obtaining necessary permits and approval to conduct work. Homeowner assumes all risk in connection with any construction or modifications on his/her Lot.
8. The Homeowner may not make changes to the plan that was submitted and approved by the Architectural Modification Committee. Any changes must be submitted to the Architectural Modification Committee and acted on, prior to any changes being incorporated into the original design.

I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE PROVISIONS OF THE DESIGN GUIDELINES AND DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF THE VILLAGE AT FRISCO LAKES.

Homeowner Signature

Date

CONTRACTOR INFORMATION

Name:_____	Name:_____
Address:_____	Address:_____
City/State/Zip:_____	City/State/Zip:_____
Telephone:_____	Telephone:_____
Email:_____	Email:_____

PLEASE READ:

- 1) Submit drawings and/or sketches that are 8 ½” by 11”. In addition, larger, more detailed drawings and plans may be requested.
- 2) Elevation drawings: An elevation drawing is an orthographic projection drawing that shows a side of a house. The purpose of an elevation drawing is to show the finished appearance of a given side of the house and furnish vertical height dimensions.
- 3) Backyard calculations: Projections of the rear wall of the house to the adjacent/rear/side property line.
- 4) Contractor signs are not permitted on any Lot.
- 5) Contractors must remove all debris. The dumping of debris including but not limited to sod, landscape materials, stone, wood, etc. in Common Areas, Golf Course, Open Areas, or Open Lots is **NOT PERMITTED**.

MODIFICATION(S) AND REQUIRED DOCUMENTATION

(Check all that apply)

Documentation requirements are listed below each item..

PLOT PLAN/TITLE SURVEY REQUIRED FOR ALL MODIFICATIONS

Submissions must be clear, concise, and understandable enough for the Committee to make an informed decision.

☐ **REQUIRED FOR ALL STRUCTURAL/CONCRETE MODIFICATIONS**

☐ Dimensions:

- Total square footage of rear* yard (measured from rear corners of home to property line)
 - a. Square footage: _____
- Total square footage of all modifications (previously approved and currently being applied for)
 - b. Square footage: _____
- Ratio must be less than 50% (calculated by dividing total square footage of all modifications by total rear yard square footage, or $b/a=c$)
 - c. _____%

**If addition is in the front yard, use same process for calculations.*

☐ **PATIO EXTENSION**

- ☐ Identify Patio Extension, including dimensions, on plot plan/title survey
- ☐ Style/Pattern of concrete modification: _____ *(sample picture required)*
- ☐ Color: _____ *(sample picture required)*
- ☐ Other: _____

☐ **OTHER HARDSCAPE**

- ☐ Identify Hardscape, including dimensions, on plot plan/title survey
- ☐ Walkway Color/Style: _____
- ☐ Sidewalk border Color/Style: _____
- ☐ Driveway border Color/Style: _____
- ☐ Flagstone/Pavers Color/Style: _____

☐ **OUTDOOR SPACE**

- ☐ Identify Outdoor BBQ/Kitchen/Fireplace, including dimensions, on plot plan/title survey
- ☐ Outdoor BBQ/Kitchen/Fireplace drawing/picture with dimensions noted
- ☐ Ceiling Fan(s) # _____ *(Identify locations on plot plan, sample picture required)*
- ☐ Lighting # ___ Type: _____ *(Identify locations on plot plan, sample picture required)*
- ☐ Stone seating dimensions: _____ *(Include drawing with dimensions/materials)*

☐ **SWIMMING POOL/ SPA**

- ☐ Identify Swimming Pool/Spa, including dimensions, on plot plan/title survey
- ☐ Swimming Pool/Spa specifications included *(required)*
- ☐ Pool/Spa screening/equipment screening plans included *(required)*
- ☐ Safety Fence/Enclosure *(plans required)*

☐ **OPEN-AIR ARBOR/PERGOLA**

- ☐ Identify Arbor/Pergola, including dimensions, on plot plan/title survey
- ☐ Front & Side elevation drawings, noting dimensions, materials, and attachment (*required*)
- ☐ Color: _____ **PAINT STAINED**
- ☐ Ceiling Fan(s): # _____ (*Identify locations on plot plan, sample picture required*)
- ☐ Lighting: # _____ Type: _____ (*Identify locations on plot plan, sample picture required*)
- ☐ Polycarbonate cover Color: _____ (*sample picture required*)

☐ **COVERED PATIO (SHINGLED)**

(Roof must be at least 2/12 pitch and match shingles on home)

- ☐ Identify Covered Patio, including dimensions, on plot plan/title survey
- ☐ Front & Side elevation drawings, noting dimensions, materials, and attachment (*required*)
- ☐ Ceiling Fan(s): # _____ (*Identify locations on plot plan, sample picture required*)
- ☐ Lighting: # _____ Type: _____ (*Identify locations on plot plan, sample picture required*)

☐ **SCREENED OR SUNROOM – ENCLOSING EXISTING COVERED PATIO**

(Perimeter base frame exceeding two inches (2”) must be bricked)

- ☐ Identify Screened Room/Sunroom, including dimensions, on plot plan/title survey
- ☐ Front & Side elevation drawings, noting dimensions, materials, and attachment (*required*)
- ☐ Color: _____ **PAINT STAINED BRICK STONE**
- ☐ Ceiling Fan(s): # _____ (*Identify locations on plot plan, sample picture required*)
- ☐ Lighting: # _____ Type: _____ (*Identify locations on plot plan, sample picture required*)
- ☐ Screened Room: Provide screen material sample, noting color (*required*)
- ☐ Sun Room: Provide information on window specifications and any operating mechanisms (*required*)
- ☐ Doors noted on all plans
- ☐ Knee Wall: **BRICK STONE** (*drawing/picture noting height and color required*)

☐ **LATTICE/WOOD SCREENS:**

(Lattice, vertical/horizontal screens, or louvered screening)

- ☐ Identify Screens, including dimensions, on plot plan/title survey
- ☐ Sample picture of material (*required*)
- ☐ Drawings noting dimensions, materials, and post locations (*required*)
- ☐ Color: _____ **PAINT STAINED**

☐ **OTHER SCREENS**

- ☐ Identify Screen location, including dimensions, on plot plan/title survey
- ☐ Solar screens on windows Color: **BLACK BRONZE**
- ☐ Retractable screens: Provide operating specifications and screen material sample, noting color (*required*)

☐ **DOORS**

- ☐ Identify Door locations on plot plan/title survey (*dimensions required for decorative glass inserts*)
- ☐ French Doors: (*picture required*) Color: _____
- ☐ Front Door: (*picture required*) Color: _____
- ☐ Storm Door: (*picture required*) Color: _____ Location: Back or Front (*circle one*)
(Must match trim color on home or color of front /back)
- ☐ Screen Door: (*picture required*) Color: _____ Location: Back or Front (*circle one*)
- ☐ Dog Door: (*picture required*) Color: _____
- ☐ Door (other): (*picture required*) Color: _____ Type: _____

☐ **FENCE/GATE(S)**

(Fence must match existing fences within community in both style and color)

- ☐ Identify Fence/Gates locations, including attachment points to existing fences, on plot plan/title survey
- ☐ Gate(s) # _____
- ☐ Puppy mesh
- ☐ Puppy pickets
- ☐ Neighbor Fence Approval Form (*required*)

☐ **LANDSCAPING**

(Landscape installed on a Lot adjacent to Common Areas, Golf Course, or other open area cannot exceed three feet (3') in height if planted within five feet (5') of these areas)

- ☐ Identify Landscape locations on plot plan/title survey
- ☐ Plant list/legend (*required*)
- ☐ Stepping stones, flagstone, rock/boulders in landscape beds (*identify on plot plan*)

☐ **VEGETABLE/ HERB GARDEN**

(Height of these plants cannot exceed thirty-six inches (36") from finished lot grade)

- ☐ Identify Vegetable/Herb Garden, including dimensions, on plot plan/title survey
- ☐ Plant list/legend (*required*)
- ☐ Dimensions (*must be less than 100sqft*): _____
- ☐ If elevated, please identify height: _____

☐ **LANDSCAPE EDGING**

- ☐ Identify Edging locations on plot plan/title survey
- ☐ Include sample picture of edging (*required*)
- ☐ Type: **METAL BOULDER ROCK STONE BRICK OTHER:** _____

☐ **LANDSCAPE LIGHTING**

- ☐ Identify Lighting locations on plot plan/title survey
- ☐ Lighting # _____
- ☐ Include picture of lighting

☐ **YARD DÉCOR/DECORATIVE ITEMS:**

(Birdbath, wall décor, fountain, small statues, etc.)

- ☐ Identify all Yard Décor locations on plot plan/title survey
- ☐ Pictures for each item *(required)*
- ☐ Dimensions for each item *(required)*

☐ **FLAGS**

(Specifications are available online at FriscoLakes.net in the Documents Library under Governing Documents and are also available at the front desk.)

- ☐ Identify Flag Pole/Mount locations on plot plan/title survey
- ☐ Flag Pole *(sample picture of pole, noting material and height, required)*
- ☐ Flag Mount

☐ **SOLAR PANELS:**

- ☐ Identify Solar Panel locations on plot plan
- ☐ Picture of product *(required)*
- ☐ Equipment specifications *(required)*

☐ **SOLAR TUBES:**

- ☐ Identify Solar Tube locations on plot plan
- ☐ Picture of product *(required)*
- ☐ Equipment specifications *(required)*

☐ **BACK UP GENERATOR:**

- ☐ Identify Generator location, including dimensions, on plot plan
- ☐ Picture of product *(required)*
- ☐ Equipment specifications *(required)*
- ☐ Screening plans *(required)*

☐ **ANTENNA/SATELLITE DISH:**

(There is no fee for antenna/satellite dish application.)

- ☐ Identify Antenna/Satellite location, with dimensions, on plot plan

☐ **OTHER TYPE OF MODIFICATION:**

- ☐ Dimensions (if applicable): _____
- ☐ Sample photo or brochure information (if applicable)
- ☐ Item description:

Fence Modification Neighbor Approval Form

Name of Homeowner Installing Fence

Homeowner Address

*I approve my neighbor listed above to:

- ☐ install a fence on the common property line between our homes
☐ install a fence on the top portion of the retaining wall between our Lots
or ☐ attach a fence to my existing fence

Name (print)

Address

Signature

Date

*I approve my neighbor listed above to:

- ☐ install a fence on the common property line between our homes
☐ install a fence on the top portion of the retaining wall between our Lots
or ☐ attach a fence to my existing fence

Name (print)

Address

Signature

Date

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Name (print)

Address

Signature

Date

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☐ install a fence on the top portion of the retaining wall between our Lots
or ☐ attach a fence to my existing fence

Name (print)

Address

Signature

Date

Drain Modification Neighbor Approval Form

Name of Homeowner Installing Drain

Homeowner Address

*I approve my neighbor listed above to:

_____ install a French Drain on the common property line between our homes

Name (print)

Address

Signature

Date

*I approve my neighbor listed above to:

_____ install a French Drain on the common property line between our homes

Name (print)

Address

Signature

Date

*I approve my neighbor listed above to:

_____ install a French Drain on the common property line between our homes

Name (print)

Address

Signature

Date

*I approve my neighbor listed above to:

_____ install a French Drain on the common property line between our homes

Name (print)

Address

Signature

Date