

## **SUBMITTAL REQUIREMENTS**

**\*\*\* SUBMITTAL MUST BE IN THE OFFICE BY 3:00 P.M.  
ON THE WEDNESDAY PRIOR TO THE MEETING DATE \*\*\***

All modifications **must** be accompanied by a **SITE PLAN**. Plans **must** be detailed and show north arrow, lot & block numbers. Sections and construction details must be submitted.

**SITE PLAN** including but not limited to the following:

1. All existing conditions - lake, house, utilities, easements, etc.
2. All property lines with bearings and dimensions.
3. All proposed construction with layout/staking dimensions.

**Depending on Modification the following may apply -**

**SITE LIGHTING** including but not limited to the following:

1. Location of all fixtures.
2. Product information on all fixtures showing type, style, finish specifications, etc.

**LANDSCAPING** including but not limited to the following:

1. Detailed planting plan showing plant type, location, quantity and size of container.
2. Plant schedule/list per design guidelines.

**GENERAL CONSTRUCTION** including but not limited to the following:

1. Section - through house and site indicating terraces, play equipment, structures, etc.
2. Elevations - all proposed structures; decks, gazebos, additions.
3. Details - all construction details needed to explain and build proposed decks, terraces, retaining walls, gazebos, arbors, etc.
4. Equipment List - as proposed for the pool by the contractor including pumps, skimmers, filters, etc.

### **PRODUCT INFORMATION**

If available, samples and/or catalog information (pictures and style numbers) must be submitted to describe improvement.

### **COLOR AND MATERIAL SCHEDULES**

Sample of all finishes for proposed construction should be provided.

Any general information not listed here that may be helpful to the committee can be attached to the modification form.

## APPLICATION FOR IMPROVEMENT – MODIFICATION

Date \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email (optional): \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Specify/circle improvement below:** (space available to provide full description)

- |   |  |
|---|--|
| <input type="checkbox"/> Shade Structure (free-standing only) | <input type="checkbox"/> Storage Building  |
| <input type="checkbox"/> Fence/Wall (provide ht. & material)  | <input type="checkbox"/> Deck/Paving/Walk  |
| <input type="checkbox"/> Exterior Paint/Color/Stain           | <input type="checkbox"/> Sports/Play Equipment/Play House/Trampoline                 |
| <input type="checkbox"/> Outdoor Kitchen/Fireplace            | <input type="checkbox"/> Landscaping Accessories (fountain, statues, yard art, etc.) |
| <input type="checkbox"/> Landscaping                          | <input type="checkbox"/> Exterior Lighting   |
| <input type="checkbox"/> Animal/Bird House                    | <input type="checkbox"/> Other: _____  |

DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVIEW PROCESS: Submissions will be forwarded to the Modification Committee upon receipt. As stipulated in the CC & R's, the Modification Committee may take up to thirty days from the scheduled meeting date to render a decision. However, the Modification Committee will use every reasonable effort to expedite the review process.

ADDITIONAL DETAILS: Drawing of improvement must be attached including floor plans and elevations. Construction details including plans and elevations must include proposed materials, dimensions and finishes. A copy of the property survey must be included with the proposed location of the improvement clearly marked thereon.

**\*\* APPROVALS ARE VALID FOR 90 DAYS \*\***

1. Permanent structures must not be located within any easement or right-of-way.
2. The applicant is responsible for the structural integrity of all construction.
3. Care should be taken to ensure that the construction and maintenance process does not impose itself on neighboring properties. It is the responsibility of the applicant to secure approval of construction access across neighboring properties.

**\*\*\* FOR OFFICE USE ONLY \*\*\***

DATE OF REVIEW: \_\_\_\_\_

☐ Approved   ☐ Disapproved   ☐ Approved as noted: \_\_\_\_\_

SIGNATURES: Y/N \_\_\_\_\_ Y/N \_\_\_\_\_

Y/N \_\_\_\_\_ Y/N \_\_\_\_\_

Y/N \_\_\_\_\_ Y/N \_\_\_\_\_

Acct. no.: \_\_\_\_\_

Submittal \_\_\_\_\_ of \_\_\_\_\_

IT IS THE DUTY OF THE OWNER AND THE CONTRACTOR EMPLOYED BY THE OWNER TO DETERMINE THAT THE PROPOSED IMPROVEMENT IS STRUCTURALLY, MECHANICALLY AND OTHERWISE SAFE, AND THAT IT IS DESIGNED AND CONSTRUCTED IN COMPLIANCE WITH APPLICABLE BUILDING CODES, FIRE CODES, OTHER LAWS OR REGULATIONS AND SOUND PRACTICES. APPLICANTS SHALL BE SOLELY RESPONSIBLE FOR OBTAINING ANY REQUIRED PERMITS OR LICENSES IN ACCORDANCE WITH APPLICABLE CODES AND REGULATIONS AS ADOPTED BY THE CITY OF HIGHLAND VILLAGE. THE HIGHLAND SHORES OWNERS ASSOCIATION, INC., HIGHLAND SHORES, INC., MODIFICATION COMMITTEE, NEW CONSTRUCTION COMMITTEE AND ANY EMPLOYEE OR MEMBER THEREOF, SHALL NOT BE LIABLE IN DAMAGES OR OTHERWISE BECAUSE OF THE APPROVAL OR NON-APPROVAL OF ANY IMPROVEMENT.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvement will be completed in accordance with the approved application. Any deviation from approved submission may have to be removed or corrected at my own expense. I understand that construction is not to begin until approval has been received from the Modification Committee. The Modification Committee has permission to enter the property to make inspections as they deem necessary.

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SIGNATURE

DATE

### **LIGHTING REQUIREMENTS**

1. A copy of the property survey is included with the proposed location of lighting fixtures clearly drawn thereon. The direction of illumination is clearly indicated and will not be objectionable when viewed from outside the property.
2. A brochure/photograph of the proposed lighting fixture is included. Lamp type: \_\_\_\_\_

### **FENCE REQUIREMENTS**

1. Please indicate the description and the dimension of the materials that are used in the fence construction (include finish/stain.).
2. Provide a drawing of the fence elevation.
3. Provide a copy of the Surveyor's Plat indicating the proposed fence location.
4. Please attach a copy of the style to be used from the Highland Shores Owners Association Guidelines.

**NOTE:**

- a. The unfinished side of the fence shall not be exposed to any street, vegetation reserve, open space reserve or neighboring lot.
- b. Contractor's signs are not to be attached to fence.
- c. Fences are to be left natural or stained earth-tone.
- d. It is the responsibility of the owner to contact utility companies for flagging of underground lines and to proceed with caution.
- e. The "good" side or pickets are to be applied on the exterior of the fence structure. Vertical and horizontal support structures shall not be exposed on the exterior side of the fence.