



**Architectural Review Committee (ARC)
Improvement Request Form**

14603 Huebner Road, Building 40, San Antonio, TX 78230

Email acc@damctx.com

In accordance with the recorded Covenants, Conditions and Restrictions of the Association, it is required that any lot owner must submit the following to the Architectural Review Committee prior to initiating work on the planned improvements: All CCR information is located on the Lantana Ridge Website

1. **Completed Improvement Request Form, including appropriate attachment A, B or C**
2. **Complete a detailed building plan, project plan and specifications for improvement**
3. **Include a rendering, pictures and or samples pictures of project materials for project**
4. **A site plan showing the location of the proposed improvement in relation to lot lines on the property.**
5. **Improvement request are required for any exterior project that changes the appearance of the property.**
6. **Once project is approved by ARC it is required that an "ARC approved Project" sign be placed at front of property. An ACC representative will make contact.**

If any improvement is made without prior ARC approval, the Association has the authority to require the owner to remove the improvement from his/her property. Any owner considering any improvement to his/her property is urged to review the recorded deed restrictions prior to submitting a request.

Owner Name: _____ Email Address: _____

Property Address: _____ Unit Number: _____ Lot Number: _____

Mailing Address (If different than property address):

Best Phone Number to be reached: _____ is this ☐ Home ☐ Cell ☐ Work

This request is for:

☐ Fence – include a completed copy of Attachment B

The following documents / information **must be included**:

- ☐ Completed Improvement Request Form
- ☐ Completed Attachment (A, B, or C – see below)
- ☐ Complete detailed building plan, project plan and specifications for improvement
- ☐ Copy of survey site plan to include location of project (should have been provided with closing papers)
- ☐ Location of improvement in relation to two lot lines drawn on site plan with distances to the two lot lines

The ARC committee has 21 days from the time your request is entered into the system to respond, but they cannot enter information until all requested documents is received, if a HOLD is put on any plan request for any reason the 21 day clock starts over. Example, missing information, waiting on response from you or builder etc. understand that the Architectural Review Committee will act on this request within twenty one (21) days of receipt and contact you in writing regarding their decision. I agree not to begin construction of improvements without written approval from the Architectural Review Committee.

Estimated Construction Start Date

Home Owner Signature/Date



Architectural Review Committee (ARC)
Improvement Request Form
Attachment B: Fence

If your improvement concerns a **Fence**, we need to have the following information: Please provide pictures and or samples with your request. The more details provided will speed up the process. **Please refer to CCR'S on website for details.**

- Type of materials to be used including post and fencing _____
- Will T-posts be used? Show where on the site map (see CCR'S for specifics on T-Post)
- Fence Height _____ ?
- Fence Color _____
- Gate Information and samples pictures

Please include site plan depicting location of fence and all gates (check Here if attached) _____

Who will do the actual work on this improvement? _____

Location of improvement (check actual areas that apply)

_____ Front of dwelling	_____ Back of dwelling	_____ Side of dwelling
_____ Other (describe) _____	_____ Garage	_____ Patio