

The Mountain Neighborhood Association
Architectural Control Committee – Improvement Request Form
acc@mountainna.org

Date _____

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvement of his deeded property and submit the following to the ARCHITECTURAL CONTROL COMMITTEE prior to initiating work on the planned improvements:

- _____ (1) A completed Improvement Request Form
- _____ (2) Detailed building plans, material listing and specifications
- _____ (3) A property site/plot plan showing the location of the proposed improvement.

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2 & 3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property. Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name _____

Address _____

Austin, Texas 78750

Home Phone: _____ Cell Phone: _____

Email: _____

Location of improvement (check actual areas that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Front of dwelling | <input type="checkbox"/> Back of dwelling | <input type="checkbox"/> Side of dwelling |
| <input type="checkbox"/> Roof of dwelling | <input type="checkbox"/> Garage | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Other (Describe) _____ | | |

Estimated Start Date: _____

Estimated Completion Date: _____

Briefly describe the improvement you are proposing to do to the property.

Who will do the actual work on this improvement?

Briefly describe the material to be used for the construction of project

I understand that the ACC will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the ACC. I understand that all construction will meet with City of Austin building codes and that the ACC approvals do not override the City of Austin building codes but rather are intended to work with them. Additionally, I will obtain any required permit(s) from the City of Austin.

NOTE: Confirmation of receipt of ACC is required. The 30-day time period does not begin until the homeowner has received the confirmation of receipt from the ACC representative of their MNA Section.

Please email a copy of this request form to acc@mountainna.org.

Homeowner Name, Signature, and Date