



Application for Home Improvement

OWNERS INFORMATION

Owners Name: _____
 Owners Address: _____
 Owners Phone: _____ Alternate Phone: _____
 Owners Email address: _____
 Legal Description of property for new Construction Section: _____ Block: _____ Lot: _____

CONTRACTOR INFORMATION

Contractors _____ Name: _____
 _____ Contractors Address: _____
 _____ Contractor _____ Contact
 Person: _____
 Contractor Phone Number: _____ Email: _____

TYPE OF IMPROVEMENT TO BE MADE:

- New Pool or Spa
 New Fencing
 New Exterior Painting, Re-Roofing, Shutters or other permanent exterior decorations
 Other Permanent structures: (examples include but not limited to Playground equipment, batting cages, dog kennels, fountains, ponds, summer kitchens, or patio extensions.)
 (For independent structures like garages, workshops, pool house etc., use new home form.)

ITEMS REQUIRED: (Please provide two copies of all plans and drawings. A signed copy will be returned with approval. All photos and samples will be kept with signed copy by HOA.)

NEW POOL OR SPA (Please include Harris County Permits)

Plan showing Size and location on Plot with building lines and easements
Plan showing Septic system layout, if changes are made permits may be required
Type/Color of surrounding material
Drawing of elevation of any surrounding features including height (Rocks, walls, slides, etc.)
Location of Pool equipment

FENCING

Survey Plan showing location of fence and gates with building lines and easements
Full Description of Fence including material, height, color.
Include picture sample or drawing of Fence type

NEW EXTERIOR COLORS OR ADDITIONS (Re-Roof include shingle colors)

Name of new color and sample
Pictures of any new additions (shutters, columns, etc.)
Drawing showing locations of each paint color and addition



OTHER PERMANENT STRUCTURES

Survey Plan showing location of new items
Full Description of item and materials used
Include picture, sample, drawing or brochure of item
Any other information that would assist the ACC

Estimated Start Date: _____ Estimated Completion Date: _____

By submitting this application and signing below, I understand that the committee will not process the application without a completed form and all requested information. All HOA dues must be current with no outstanding fees or complaints prior to approval. Once approval has been received, homeowner and builder agree to sign scope of responsibility form. I understand that if I or my builder makes any changes, alterations or deletions to the plans or to the specifications submitted, I will have to resubmit those changes for approval. Failure to do so may result in fines, revocation of approval and potential action to suspend construction.

Owners Signature

Date

Office Use Only

Date Application Received: _____

Date Plans and drawings Received: _____

Date "More information Need" letter sent: _____

Additional information Requested: _____

Date application APPROVED or DENIED: _____

Review Committee members: _____

Please submit this application and all required items to a member of the review committee or mail to:

KLE HOA ACC
PO Box 933
Katy, TX 77492-0933