



## 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, 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

Plan showing Size and location on Plot with building lines and easements
Plan showing Septic system layout and proposed changes if any
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

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