

# ACC Approval Request Form

This request form is to be completed by the homeowner and submitted to the ACC for approval **BEFORE** any work commences. Please refer to your Governing Documents for information on the ACC. Committee has 30 days for approval from date of receipt.

**\*All applications must have the Homeowners affidavit disclaimer/release PLUS vendor license and insurance attached.**

If you would like notification sent to alternate address please list here: \_\_\_\_\_

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## THIS SECTION TO BE COMPLETED BY HOMEOWNER

ASSOCIATION NAME: **BAYOU ISLAND PARK HOMEOWNERS ASSOCIATION**

Date: \_\_\_\_/\_\_\_\_/202\_\_

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### CIRCLE ALL APPLICABLE:

**Fence, Front Entry Screen, Landscaping, Paint, Pool, Screen Enclosure, Roof, Satellite Dish, Other:**

\_\_\_\_\_  
\_\_\_\_\_

### DETAILED DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_

### LOCATION:

**(Attach** a copy of a survey map, site plan with a suitable diagram showing where the addition/change is located)

\_\_\_\_\_  
\_\_\_\_\_

### SPECIFICATIONS:

**All applications must include detailed copies of plans, diagrams or pictures of materials to be used, paint/material color sample(s), landscape drawings showing changes or additions, etc.**

**Applications submitted without detailed specifications will not be reviewed.**

**All requests must conform to all local zoning and building regulations and include all necessary permits.**

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## THIS SECTION TO BE COMPLETED BY ARCHITECTURAL CONTROL COMMITTEE (ACC)

REQUEST: Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_

BOARD MEMBER'S SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

### **Please Return Completed Form To:**

Bayou Island Park Homeowners Association, Inc.  
951 Bayou Island Drive,  
Houston, TX 77063

Email completed forms to [acc@bayouislandpark.org](mailto:acc@bayouislandpark.org)