

**Parkwood Hill Estates Architecture Control Committee**  
**Property Modification Approval Form**  
**Allow 30 days for the ACC to process your request.**

<p><b>For PHE ACC Use Only</b></p> <p>Date Received: _____</p> <p>Date Reviewed: _____</p> <p>Date Decided: _____</p>
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In order to expedite your request, please complete the entire form and attach all required documents. Property Modification Approval Forms **must** be submitted to the ACC for review and approval **prior to** the construction and/or implementation of the requested item(s). **Please submit forms at least 45 days prior to the proposed project start date.** Failure to receive approval by the ACC prior to construction and/or implementation may result in a fine according to the Parkwood Hill Estates Schedule of Fines.

1. **Resident Information:** Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone(s): \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Best time to call: \_\_\_\_\_

2. **Project Information:** Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_  
 Describe the nature of the project (attach pages if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Location (attach plot plan which shows relationship to residence and to neighbors): \_\_\_\_\_  
 \_\_\_\_\_  
 Dimensions: \_\_\_\_\_  
 Distance from fences and easements: \_\_\_\_\_  
 Colors: \_\_\_\_\_  
 Materials: \_\_\_\_\_  
 Shape: \_\_\_\_\_  
 Builder: \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

3. **Requirements:**

I/we have read the appropriate Deed Restrictions - - - - -	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
I/we have obtained a City of Fort Worth building permit (attach copy) - -	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A <input type="checkbox"/>
I/we have attached a plot plan indicating placement of request - - - - -	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Completed project requires electricity - - - - -	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Completed project will be visible from street - - - - -	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Completed project will affect drainage of any lot - - - - -	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Completed project requires access through adjoining property or HOA property - - - - -	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
I/we are requesting a variance - - - - -	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	

Note: A "variance" means you are asking the City of Fort Worth to make an exception to their zoning requirements. An example of a variance would be placing a storage shed within an easement. I understand that a request for a variance must identify and set forth in detail the specific restriction or standard from which a variance is sought and described in complete detail the exact nature of the variance sought.

NOTE: IT IS HEREBY ACKNOWLEDGED THAT THE BUILDER/OWNER IS RESPONSIBLE FOR (1) KEEPING ALL CONSTRUCTION ON SITE AND OFF SITE CLEAN, SAFE AND FREE OF DEBRIS AND (2) MAINTAINING EROSION CONTROL BARRIERS FOR THE ENTIRE CONSTRUCTION PERIOD. OWNER/BUILDER COVENANTS NOT TO USE ANY OTHER LOT OR PROPERTY WITHIN THE SUBDIVISION FOR STORAGE OF MATERIALS.

I, We do hereby acknowledge that we have received, read, and understood the Declaration of Covenants, Conditions and Restrictions for Parkwood Hill Estates (CCRs) and do agree to abide by such CCRs. It is further understood that any approval of plans, specifications, and/or variances by the ACC in no way voids all or any part of the CCRs of Parkwood Hill Estates, nor is it intended to replace or supersede any more restrictive ordinances or requirements of the City of Fort Worth, Tarrant County, Texas. Unless a variance is specifically requested and the variance is specifically described in writing, the approval of the plans and/or specifications by the ACC shall not constitute a variance and Owner/Builder will comply with all of the CCRs. The approval of the plans of Owner/Builder shall not constitute a representation or warranty on the part of the ACC or the Parkwood Hill Estates Residential Phase Homeowners Association (the "HOA") that the plans and specifications comply with applicable ordinances, rules, regulations, statutes or that they are fit for their intended purpose. Builder/Owner hereby jointly and severally indemnify ACC, the HOA from all claims and causes of action, expenses (including attorney's fees) arising out of the ACC's approval of any plans and/or specifications. To the best of the undersigned's knowledge and belief, upon satisfactory completion of these improvements, the existing Improvements located on the Property will be in compliance with the requirements of the Declaration. I, We agree that neither the ACC, HOA, nor any of their respective members, officers, directors or managing agent shall be liable to any Owner or other person claiming by, through or on behalf of any Owner for any claims, causes of action or damages arising out of the granting or denial of, or other action or failure to act upon, any variance requested by an Owner. In addition to the foregoing, this application and the issuance thereof is expressly subject to any and all limitations of liability set forth in the Declaration.

Applicant's Signature: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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**\*For Parkwood Hill Estates Architectural Control Committee Use\***

Decision Date: \_\_\_\_\_

Approved: The attached plans, as submitted, are currently believed to be in full compliance and intent with the CCRs and are hereby approved for construction. Once the "improvement" is completed, it is the homeowner's responsibility to ensure the improvement maintains a level of taste, design, quality, harmony and conformity throughout the Property. Items that, over time, begin to deteriorate must be repaired or replaced.

Variance Granted: The attached plans, as submitted, are believed to require that a variance be granted and the ACC hereby grants the variance and the improvements are hereby approved for construction, subject to the following conditions, modifications or qualifications.

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

Disapproved: The attached plans, as submitted, are NOT currently believed to be in full compliance and intent with the CCRs and are disapproved. The reason(s) for disapproval is as follows:

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

EXECUTED FOR PARKWOOD HILL ESTATES ARCHITECTURAL CONTROL COMMITTEE BY:

ACC Member Signature: \_\_\_\_\_

ACC Member Signature: \_\_\_\_\_

Please retain a copy of this completed application for your records. You may drop off this completed application and all attachments at the clubhouse by placing them in the drop box located to the right of the front door, or mail the original with all attachments to:

Parkwood Hill Estates Architectural Control Committee  
5573 Eastwedge Dr.  
Fort Worth, TX 76137

Revised: 06/13/11