** Seven Hills Ranch Architectural Control Committee (ACC)**

 **Property Improvement Request Form**

Fill out this form – SAVE or SAVE AS – then email to: ACC@7hillsranch.com

(Optional POA mail box address: 7HR POA, Attn: ACC, 24826 Creek Loop, San Antonio, TX 78266)

It is the property owner’s responsibility to understand the governing documents and restrictive covenants for 7 Hills Ranch including all applicable rules. The 7HR ACC must approve all improvements or modifications on each lot to enhance the value of investment made by owners of Lots. Please include plans, drawings, and location(s) of proposed modification(s) or addition(s). Depending on the type of project, a plot plan with house location, lot and easement lines are helpful and often required. Details of colors or materials to be used should be included. It is the property owner’s responsibility to ensure that all changes conform to the Conditions, Covenants and Restrictions (CCR’s) of 7 Hills Ranch available for viewing at [www.7hillsranch.com](http://www.7hillsranch.com). Please allow 30 days for the 7HR ACC to process this request.

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| --- |
| PROPERTY OWNER NAME:       |
| ADDRESS:       |
| HOME PHONE:       | MOBILE PHONE:       |
| Project Start Date:       | Estimated Completion Date:       |

[ ]  Please contact me; I have additional written documentation or plan materials I would like to hand deliver.

|  |  |
| --- | --- |
| Type of Improvement: | Briefly describe the proposed Improvement/Modification: |
| [ ]  Structure |       |
| [ ]  Pool |  |
| [ ]  Deck |  |
| [ ]  Fencing |  |
| [ ]  Painting |  |
| [ ]  Other       |  |

Who will do the actual work (Name & Number)?

Check Location of Improvement / Modification: [ ]  Front of House [ ]  Back of House [ ]  Side of House

[ ]  Roof [ ]  Patio [ ]  Garage [ ]  Other (Describe)

**PLEASE INCLUDE ADDITIONAL MATERIALS SUCH AS A SKETCH, DRAWINGS OR A COPY OF THE PROJECT INCLUDING MATERIALS AND COLORS THAT ARE TO BE USED. LOCATION INFORMATION AND DIMENSIONS ARE VERY IMPORTANT. THE ACC HAS 30 DAYS TO PROCESS REQUESTS. APPLICATIONS CANNOT BE CONSIDERED IF INCOMPLETE. IN THE EVENT NO WRITTEN RESPONSE IS RECEIVED FROM THE ACC, THE APPLICATION IS CONSIDERED DENIED. PLEASE DIRECT INQUIRIES TO** **ACC@7hillsranch.com****.**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* DO NOT WRITE BELOW THIS LINE – FOR ACC USE ONLY \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**[ ]  APPROVED** **[ ]  CONDITIONAL APPROVED** **[ ]  DENIED**

**Comments:**