

**Fairfield of Plano Addition HOA - Application for Architectural Change**

**To:** **Fairfield of Plano**  
**c/o: Veracity, Inc.**  
**5204 Village Creek Dr., Suite 202**  
**Plano, TX 75093**  
**(214) 368-3388 – Phone (214) 739-5566 – Fax**

**From:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

---

**Directions:** Your Architectural Control Committee meets every 30 days. Please allow 30 days to have your application reviewed.

Please use the area below to briefly describe (print or type) all proposed improvements, alterations or changes to your lot or home. Attach detailed sketches, drawings, clippings, pictures, catalog illustrations or other data. Show the location of the item(s) on your property plat survey showing the placement of any improvement.

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

**Signatures:**

Notification is required of at least six **(6)** properties that are most affected because they are adjacent and/or have a view of your proposed change. Should any of the affected property owners disapprove, please indicate the reason for their disapproval in the comments section. The signatures below indicate awareness of your intent and do not constitute approval or disapproval by the HOA or any committees used in the review process.

Name & Signature\_\_\_\_\_

Name & Signature\_\_\_\_\_

Address\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Phone\_\_\_\_\_

Name & Signature\_\_\_\_\_

Name & Signature\_\_\_\_\_

Address\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Phone\_\_\_\_\_

Name & Signature\_\_\_\_\_

Name & Signature\_\_\_\_\_

Address\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Phone\_\_\_\_\_

**Comments:**

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

**Applicant's Acknowledgement:**

I/We understand

1. ...that nothing herein contained shall be construed to represent that alteration to land or buildings in accordance with these plans shall violate any of the provisions of building and zoning codes of the city and county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restrictions.
2. ...that no work on this request shall commence until written approval of the HOA and any appointed committees has been received by owner, **AND** all required city building permits are secured by owner.
3. ...that any construction or exterior alteration undertaken by owner before approval of this application is not allowed; that; if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and that I may be required to pay all legal expenses and fines incurred;
4. ...that any approval is contingent upon construction or alterations being completed in a workmanlike manner;
5. ...that members of the HOA and any appointed committees are permitted to make routine inspections of the property and work being performed;
6. ...that a copy of this application will be returned to owner after review by the HOA and any appointed committees.
7. ...that there are architectural requirements covered by the Covenants and review board process as established by the Board of Directors.
8. ...that the alteration authority granted by this application will be revoked automatically if the alterations requested and approved have not commenced within 30 days of the approved date of this application and/or completed by any date specified by the Board of Directors or any committee appointed by it.
9. ...that all proposed improvements/ changes must meet city, state, and local codes. My/Our signature(s) indicate that these standards are met to the best of my/our knowledge. I/We understand that applications for all required building permit(s) are my/our responsibility;
10. ...that any variation from the original application must be resubmitted for approval.
11. ...if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for Fairfield of Plano HOA.

Owner Name & Signature: \_\_\_\_\_

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

Owner Name & Signature: \_\_\_\_\_

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

- Attachments:
- (1) Sketch, photo, catalog illustrations, etc.
  - (2) Copy of plat survey marked with change(s) being requested.
  - (3) Copy of Building Permit from city (if required)
  - (4) Plat of lot with placement of improvement

**For Board/Management Company Use Only:**

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

By: \_\_\_\_\_

Circle one: **Approved**      **Disapproved**

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

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_