

# Nassau Bay Homes Association

1322 Space Park Dr. C-119, Nassau Bay TX 77058 • [nassaubayhomesassociation@gmail.com](mailto:nassaubayhomesassociation@gmail.com) • 281-333-2570

## Architectural Review Application Standard

Return by email or online form at [nassaubayhomesassociation.org](http://nassaubayhomesassociation.org)

Or you may drop off at our office

*Home Elevation Must Use "Elevation ARA" form; New Builds must use "New Build" form*

Date:

<b>Project Address:</b>	<b>Section:</b>	<b>Lot:</b>	<b>Block:</b>
<b>Homeowner(s) Name(s):</b>			
<b>Homeowner Contact Phone:</b>			
<b>Homeowner Email:</b>			
<b>Homeowner Mailing Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	

### Contractor Performing Work

<b>Start Date:</b>	<b>Completion Date:</b>
<b>Contractor Company:</b>	<b>Contact Name:</b>
<b>Contact Email:</b>	<b>Contact Phone:</b>

### Check project type(s) including but not limited to:

<input type="checkbox"/>	<b>House Painting:</b> attach 2 copies of your choice to the back of this form. If you are applying a base paint color with different color trim, please include two samples of each color.
<input type="checkbox"/>	<b>Exact Replacement Windows, Fencing, Stairs, or Generator :</b> Please include a manufacturer provided picture or pamphlet which depicts the color, size and manufacturer specifications, and rendering of location.
<input type="checkbox"/>	<b>Roofing/Solar Panels:</b> Please include a manufacturer provided picture or pamphlet which depicts the color, size and type of shingle. Please see approved color palette on website.
<input type="checkbox"/>	<b>Driveways, Sidewalks, Pathways:</b> Survey showing all easements, setbacks and building lines. Any changes to the external footprint must be shown, to scale, on the survey (eg, driveways, sidewalks) as well as plans and specs.
<input type="checkbox"/>	<b>Pool:</b> survey with pool location (overlaid onto the original survey) and size of pool.
<input type="checkbox"/>	<b>Additions:</b> fences, other structure or outbuilding (windows alterations, patio cover, storage building, greenhouse, fort/jungle gym etc.)- A copy of the property's original survey must be provided, with the proposed construction plans overlaid to show location. Surveys MUST include all building lines, and utility easements. Replacing a fence or stairs in the same location does not require a survey.
<input type="checkbox"/>	<b>Exterior Lights:</b> yard lights, front porch lights, etc- Manufacturer provided picture or pamphlet which depicts the color, wattage or lumens, and picture where lights will be placed.

### Additional required items:

<input type="checkbox"/>	<b>In addition to all documentation listed above, for all projects, submit a current picture of the</b>
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# Nassau Bay Homes Association **Elevation Architectural Review Application Continued**

	<b><u>home, pictures of all areas of alteration, and pictures following completion of project.</u></b>
<input type="checkbox"/>	<b>Fee Paid - See Fee Schedule</b> - one time fee - additional fees are not required for changes and amendments to plans. Fee will be invoiced to email listed on this application.

**Description of work to be performed:**

In an effort to maintain property values, our deed restrictions require that all exterior changes be approved by an Architectural Review Committee prior to commencing work. The committee's evaluation addresses architectural harmony, color, location, minimum construction standards and use restrictions. Please refer to your deed restrictions for additional information.

**Initial each statement below**

\_\_\_\_\_ I, the homeowner listed above, request a response as quickly as possible (although 30 days is allowed for a response) and agree not to begin the project until an approval is received. Sometimes changes must be made to ARAs to comply with the NBHA deed restrictions. This can take more than 30 days, depending on response time from homeowners and contractors.

\_\_\_\_\_ If homeowners and contractors do not respond in a timely manner, the Nassau Bay Homes Association may deny an ARA that does not meet the requirements of the ACC. Changes will need to be submitted before approval can be granted.

\_\_\_\_\_ I understand the Committee members are not architects or engineers and do not endorse any products or vendors.

\_\_\_\_\_ Changes to an approved ARA must be submitted in writing with samples and supporting documents. No construction may proceed until the changes are documented and granted approval in writing.

\_\_\_\_\_ I understand that all construction projects are not considered complete until the project has been inspected to ensure all aspects of this submitted ARA are completed as submitted. Once an architectural committee member and the homeowner agree, upon completion they will both sign off on the submitted ARA.

**Homeowner agrees to notify the NBHA 10 days prior to completion per the deed restrictions. At this time an ARA review will be conducted to determine whether the project is in compliance with the ARA. Any deviations from the approved ARA will be noted and must be corrected within 30 days.**

**Once an ARA is approved, a city permit will be required to be submitted to NBHA before work can begin.**

\_\_\_\_\_  
Signature of Homeowner Applicant

\_\_\_\_\_  
Printed name of Homeowner Applicant

**\*\*ARCHITECTURAL CONTROL COMMITTEE USE ONLY\*\***

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED/DISAPPROVED

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