

Villages at Maxwell Creek Homeowners Association, Inc.

Architectural Alteration / Change Request Form

Additional pages may be included by owner or contractor if more room is needed than this form allows.

Address: _____ Telephone # _____ email: _____

Submitted By Home Owner or Contractor: _____

Description of Proposed Alteration / Change: _____

Proposed Location: _____

Proposed Elevation / Shape / Dimensions / Exterior Color Plans: _____

Type and Color of Material Used: _____

Plans Attached: YES___ NO___ Copy of City or other Governmental Permits Attached: YES___ NO___

Date Submitted: _____ Date Work to Begin: _____ Estimated Completion Time: _____

Have you notified your adjacent neighbors of your proposed work plans/schedules: _____

Contractor Name: _____ Address: _____

Telephone: _____ other contact info: _____

Attach Contractor Estimate/Plans and Accord 25 General Liability Insurance Form

Please mail this completed form to: **Villages at Maxwell Creek HOA**

**P.O. Box 2354
Allen, TX 75013**

Or email to: officers@maxwellcreek.org

This Form Will Be Reviewed By The Architectural Committee and/or Board of Directors. Please Allow 10-14 Business Days For A Response or **Request Expediting**. Owner may file an appeal by notifying the HOA Board of Directors in writing within 30 days of receipt of this ruling

Below For Architectural Committee Use

Approved: _____ Disapproved: _____
Name and Title Date

Comments: _____

