



2300 Dawn Mist, Little Elm, Texas 75068 - (469) 362-0580 Fax (469) 362-0396

APPLICATION FOR MODIFICATION

*** THIS IS NOT A BUILDING PERMIT***

The Homeowner shall be responsible for complying with all Town of Little Elm Codes and ordinances and obtaining necessary permits and approvals to conduct work prior to commencing work.

INCOMPLETE SUBMISSIONS CANNOT BE REVIEWED AND WILL BE RETURNED

HOMEOWNER INFORMATION

Submittal Date: _____

Lot _____ Block _____

Homeowner Name: _____

Property Address: _____

Mailing Address if different: _____

Phone: _____ Secondary Phone: _____

Email: _____

Proposed Start Date: _____ Estimated Completion Date: _____

HOMEOWNER WILL BE NOTIFIED IN WRITING

ONCE REVIEWED BY THE ARCHITECTURAL REVIEW COMMITTEE (ARC), IN WHICH WAY WOULD YOU PREFER YOUR LETTER/DOCUMENT TO BE SENT TO YOU? (please circle one)

Mailed or Emailed

You can email completed forms to Natalie Guyton at n.guyton@sbbmanagement.com.

You can also drop off forms at the HOA office at 2300 Dawn Mist Drive.

Homeowner acknowledges that he/she has read, understands and agrees with the following provisions:

1. No work may begin without the prior written approval of the ARC Committee of Two Sunset Pointe HOA. If work is begun prior to obtaining written approval, Homeowner is responsible for all costs required to correct any non-conforming work and may also be subject to penalties, fines, and/or suspension of amenities. The submittal of the application does NOT constitute approval of the proposed plan.
2. Written notification of the ARC committee's decision will be mailed to the Homeowner within thirty days (30) after receipt of all required information from Homeowner.
3. If the application is approved, approval of the application shall not constitute an approval, ratification or endorsement of the quality or architectural or engineering soundness of the proposed improvements and neither the ARC Committee nor the Association shall have any liability for any defects in the plans, specifications, materials, and/or improvements.
4. Homeowner is responsible for ensuring that approved work is constructed and/or installed as outlined in the written response from the ARC Committee. Homeowner is responsible for correcting, at Homeowner's own expense, any non-conforming work, including that of all contractors and subcontractors. Homeowner is responsible for all costs required to correct any failure to complete work as approved and/or failure to correct any non-conforming work, as well as any penalties and fines.
5. ALL APPROVED WORK MUST COMPLETED WITHIN NINETY (90) DAYS AFTER WRITTEN APPROVAL, unless otherwise specified in the ARC's written decision. Any approved work not begun within sixty (60) days after written approval will be deemed as not approved and the Homeowner is required to re-submit an application to the ARC Committee.
6. Homeowner has read and understand the Design Guidelines and applicable provisions of the Declaration of Covenants, Conditions, and Restrictions (CC&Rs) for the Two Sunset Pointe HOA concerning design, modification, and construction.
7. Homeowner agrees to pay any costs incurred by the Association if Homeowner fails to meet the standards, requirements or provisions of the Design Guidelines and the Declaration of Covenants, Conditions and Restrictions, (CC&Rs) for the Two Sunset Pointe HOA.
8. Homeowner assumes all risk in connection with any construction or modifications on his or her lot.
9. The Homeowner shall be responsible for complying with all Town Of Little Elm codes and Ordinances and obtaining necessary permits and approval to conduct work prior to commencing work.
10. The Homeowner may not make changes to the plan that was submitted and approved by the Architectural Committee. Any changes must be submitted to the Architectural Committee and acted on, prior to any changes being incorporated into the original design.

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE PROVISIONS OF THE TWO SUNSET POINT HOA DESIGN GUIDELINES AND DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS (CC&Rs).

Homeowner Signature

Date

CONTRACTOR INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

CONTRACTOR LICENSE NUMBER: _____

COPY OF LIABILITY INSURANCE RECEIVED BY HOA: YES NO

*If there is more than one contractor working on your project, please submit a separate page for each contractor.

** Two Sunset Pointe HOA is NOT responsible for the Contractor, Contractor's License, and/or Contractor's Liability Insurance. It is the responsibility of the Homeowner to verify and obtain copies or any information regarding the Contractor the Homeowner has selected.

PLEASE READ

1. Drawings and/or Sketches must be 8 ½ X 11 or larger to be submitted.
2. Contractor signs are only permitted while construction occurs and must be removed immediately after work is finished.
3. Contractors must remove all debris. The dumping of debris including but not limited to sod, landscape materials, stone, wood, etc. in Common Areas, Lots, Open Areas, or Other Building sites is NOT PERMITTED.

Landscape ARC Application Checklist

Failure to provide all information will result in delays or denials of ARC approval.

Owner is Requesting To:

- Install Plants/Tree
- Remove Tree
- Install Flowerbed
- Install Landscape Border
- Install Drain
- Other _____

To Install Plants or Trees

Type of Plants or Tree (must be on Town of Little Elm Approved List):

To Remove Tree

Reasons For Removal

To Install Flowerbed or Landscape Border

Length of Flowerbed or Border _____

Height of Flowerbed or Border _____

Type of Stone for Border _____

Per HOA guidelines, borders must be of natural or man-made stone.

Color of Stone for Border _____

Per HOA guidelines, it must be complimentary to the home.

Adhesive Material _____

Per HOA Guidelines, if the landscape border is over 12" Mortar must be used.

To Install Drain

Type of Drain _____

Purpose of Drain _____

Length of Drain _____

Material of Pipe _____

Size of Grates _____

Number of Catch Basins _____

Exit Method (pop up, etc) _____

The TOLE does not allow drilling into curb for exit.

Include the Survey/Plat of the property indicating the following information:

- Location of Flowerbed/Landscape Borders
- Dimensions of Flowerbeds/Landscape Borders
- Location of Added/Removed Trees or Plants
- Drainage Route

Include the drawings or blueprints from your contractor, and/or rendering or elevation of completed project.

Include example photos of materials being used.

Town of Little Elm Approved Lists of Plants and Trees May Be Found On Their Website At www.littleelm.org. It is the owner's responsibility to ensure requested plants or trees meet the Town's requirements.