

# Sunset Pointe

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:

[TSPfrontdesk@sbbmanagement.com](mailto:TSPfrontdesk@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 propose 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.
11. The Homeowner and/or their vendors cannot cross, access their property through, or alter any elements of common area without written permission from the Board of Directors.

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.

**Type of Project Being Requested:**

Covered Patio/Pergola/Deck	_____	Playset	_____
Driveway Repair/New Concrete	_____	Pool Installation	_____
Fence Repair/Replacement	_____	Roof Installation	_____
Landscape/Drain	_____	Shed/Accessory Structure	_____
Paint	_____	Unlisted	_____

**Brief Description of Project:**

---

---

---

---

---

**Include example photos, drawings, plans, or renderings from your contractor.**

**Include your survey or plat with the following information:**

- Setbacks
- Dimensions of Structure
- Location of Structure

**Fences and Playsets 12 feet tall or greater require the Neighbor Awareness Form to be completed.**

# Covered Patio, Pergola, or Deck

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

Length of Cement/Concrete	_____
Width of Cement/Concrete	_____
Depth of Cement/Concrete	_____
Thickness of Rebar	_____
Specify Finish of Cement	_____
Wood Being Used	_____
Size of Posts	_____
How Posts are Attached to Ground	_____
How Structure is Attached to House	_____
Stain/Paint Color	_____

**For Roofing Portions of Addition:**

Per HOA guidelines, they must match the existing shingles on the home.

Brand of Shingle	_____
Type of Shingle	_____
Color of Shingle	_____

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

- Location of Addition
- Setbacks
- Dimensions of Addition

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

# Concrete ARC Application Checklist

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

Owner is Requesting To:

- Repair or Replace Driveway
- Extend Concrete on Driveway or Patio
- Add Trash Can Pad
- Other \_\_\_\_\_

Length of Cement/Concrete \_\_\_\_\_

Width of Cement/Concrete \_\_\_\_\_

Depth of Cement/Concrete \_\_\_\_\_

Thickness of Rebar \_\_\_\_\_

Specify Finish of Cement \_\_\_\_\_

**Include drawings, plans, or renderings from your contractor.**

**Include your survey or plat with the following information:**

- Setbacks
- Dimensions of concrete addition
- Location of concrete addition

# Fence ARC Application Checklist

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

Type of Wood \_\_\_\_\_

Diameter of Metal Posts \_\_\_\_\_

Gauge Thickness of Metal Posts \_\_\_\_\_

Height/Width/Thickness of Slats \_\_\_\_\_

Specify Fence Style (Board on Board, etc) \_\_\_\_\_

Color of Wood Stain \_\_\_\_\_

Is the Fence street facing or back to a right of way? Yes \_\_\_\_\_ No \_\_\_\_\_

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

- Location of Fence Sections Being Replaced
- Setbacks

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

**Include attached Neighbor Awareness form with required signatures.**

**Must conform to the Town of Little Elm’s Fence Requirements.**

**Please Note:**

Per Town of Little Elm, street facing fences and fences backing to a right-of way (side yards of corner lots) must be **Cedar wood, Board-On-Board, with a top cap, trim, and pressure treated kick-board.**

Approved **Semi-Transparent** stains are **Clear, Natural Cedar, Honey Gold Cedar, and Natural Redwood.** We understand not every brand will carry these specific colors. If you choose something similar, please provide an example photo.

# Landscape ARC Application Checklist

## 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 and depth 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 \_\_\_\_\_

Adhesive Material and color \_\_\_\_\_

## 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 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](http://www.littleelm.org). It is the owner's responsibility to ensure requested plants or trees meet the Town's requirements.**



# Exterior Painting ARC Application Checklist

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

Areas You Wish To Paint \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brand of Paint \_\_\_\_\_

Color of Paint \_\_\_\_\_

Please provide an example photo of color.

Please provide photo of the exterior of the property.

# Playset ARC Application Checklist

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

Dimensions of Play Structure \_\_\_\_\_

Please note, play structures not exceeding 8' may be installed without approval.  
Play structures are not to exceed 14'.

List of Materials \_\_\_\_\_

---

---

---

Color of Material \_\_\_\_\_

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

- Location of Play Structure
- Dimensions of Play Structure

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

**Include Example Photo**

# Pool Addition ARC Application Checklist

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

## For Concrete Portions of Addition:

Length of Cement/Concrete \_\_\_\_\_  
Width of Cement/Concrete \_\_\_\_\_  
Depth of Cement/Concrete \_\_\_\_\_  
Specify Finish of Cement \_\_\_\_\_

## Pool Equipment:

Will Pool equipment be installed on a concrete pad? \_\_\_\_\_  
Measurement from equipment to property line \_\_\_\_\_  
(Town code requires 3 feet.)  
Will it be covered from Public View? \_\_\_\_\_

## Access:

Will access for installation be from a neighbor's property? \_\_\_\_\_  
(This will require written permission from owner of neighboring property.)  
Will access be over common area or require removal of HOA fence? \_\_\_\_\_  
(This will require a financial agreement with the association and a deposit prior to work beginning.)

No changes to access point can be made once project is approved without resubmitting the request.

## Include your survey or plat labeled with the following:

- Size and Dimensions of Pool
- Setbacks of flat work/decking to property lines  
(Cannot be within 3', per Town of Little Elm)
- Distance and location of pool equipment from property line
- Indicate where contractor will access property
- Drainage information.

**Include drawings, plans, and/or renderings from your contractor.**

# Roof Replacement ARC Application Checklist

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

Brand of Shingle	_____
Type of Shingle	_____
Color of Shingle	_____
Warranty (30yr, 50yr, etc.)	_____
Color of New Gutters (if applicable)	_____

Asphalt shingles shall be a minimum of three-ply, 20-year architectural grade shingle subject to ARC approval.

**Reflective roofing materials are prohibited.**

Metal roofs shall be considered reflective unless they have been painted or otherwise treated to reduce or eliminate reflections. The submittal shall include a complete specification of such proposed materials, including the manufacturer's claims with regards to reflectivity.

Include example photos.

# Accessory Structure & Shed ARC Application Checklist

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

List of Materials Being Used \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brand and Name of Color if Being Painted \_\_\_\_\_  
Per HOA guidelines, it should be complimentary to the home.

Size of Structure \_\_\_\_\_  
Per HOA guidelines, the shed cannot be larger than 8'x8'.

## Roofing Materials

Per HOA guidelines, the shingles must match the existing shingles on the home.

Brand of Shingle \_\_\_\_\_  
Type of Shingle \_\_\_\_\_  
Color of Shingle \_\_\_\_\_  
Warranty (30yr, 50yr, etc.) \_\_\_\_\_

## Concrete Materials

Length of Cement/Concrete \_\_\_\_\_  
Width of Cement/Concrete \_\_\_\_\_  
Depth of Cement/Concrete \_\_\_\_\_  
Thickness of Rebar \_\_\_\_\_  
  
Specify Finish of Cement \_\_\_\_\_

# Other Project - ARC Application Checklist

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

Owner is Requesting To:

---

---

---

List of Materials Being Used

---

---

---

---

Brand and Name of Color if Being Painted

---

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

- Location of Project
- Setbacks

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

**We may request more information depending on the nature of your project.**

### Neighbor Awareness Form

The intent of this form is to advise your neighbors who owns the residents of facing and adjacent lots of the proposed project address. Failure to obtain these signatures could delay approval in cases where visibility, drainage, noise, et cetera are involved. Neighbors are invited to contact the Two Sunset Pointe HOA office, located at 2300 Dawn Mist Drive to discuss their concerns and comments. However, while neighbor's comments are welcome, final decisions of all applications will be based on the application's conformance with the architectural guidelines and standards, and made by the Architectural Committee.

The undersign applicant certifies that the attached plans and specifications were made available to the following adjacent (facing, both sides, and rear) neighbors as listed below.

<b>Address of the proposed project:</b> _____
Description of the project: _____
<b>Next Door Neighbor Name:</b> _____
Address: _____
Comments: _____
Signature: _____ Date: _____
<b>Next Door Neighbor Name:</b> _____
Address: _____
Comments: _____
Signature: _____ Date: _____
<b>Rear Neighbor Name:</b> _____
Address: _____
Comments: _____
Signature: _____ Date: _____
<b>Facing Neighbor Name:</b> _____
Address: _____
Comments: _____
Signature: _____ Date: _____
<b>Applicants Signature:</b> _____ <b>Date:</b> _____