



Please complete and submit this form along with any necessary plans, surveys, samples, or supporting documents, to Architectural Committee c/o Association Services BCS at help@associationservicesbcs.com. The subject line should be "Briar Meadows Creek Architectural request – Property Address". The Architectural Control Committee (ACC), will review your submission and issue an approval or denial within thirty (30) days of receipt of your request. The ACC's approval or denial will be sent via email and USPS first class mail if requested, at the expense of the homeowner. Please allow for up to two (2) business days of receipt of your request. An approval or denial determination will be issued within thirty (30) days of receipt of your request.

Enforcement action may be taken against homeowners who:

1. Begin a project without prior approval from the ACC, regardless of whether the project is completed
2. Begin and/or complete a project that was approved by the ACC, BUT deviates from the ACC's approval specifications.

All Architectural request forms need to be completed in full and include the following:

- ☐ Site plan of your property showing the proposed work – examples would be documents from CAD, a survey, a screenshot of Google Maps, or a digital or hand rendering. Site plan must show setbacks, easements.
- ☐ Include all dimensions & specs on the site plan of current improvements and improvement you are requesting approval for (Remember: Size and Location on everything!)
- ☐ Paint or Stain color samples, material samples (shingle, fencing, brick, ect)
- ☐ Any building permits required by the City of Bryan
- ☐ OPTIONAL: Any additional details which you feel as if may be helpful to the ACC in determining an approval or denial for your project.

Name: _____

Address: _____

Phone: _____ Email: _____

Type of Project Request:

- | | | |
|---|---|--|
| <input type="checkbox"/> Shed / Outbuilding | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Irrigation |
| <input type="checkbox"/> Pergola | <input type="checkbox"/> Pool / Hot Tub | <input type="checkbox"/> Solar Panels |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Patio/Home Extension | <input type="checkbox"/> Windows / Doors |
| <input type="checkbox"/> Exterior Painting / Staining | <input type="checkbox"/> Playset / Playscape | <input type="checkbox"/> Other: _____ |

Project Details:

Proposed Start Date: _____ End Date: _____

Contractor Name if applicable: _____

Phone: _____ Email: _____

Is a building permit required for your project? (If yes, it is your responsibility to obtain this from the city.)

- ☐ Yes
- ☐ No

Homeowner Signature: _____ Date: _____

Architectural Control (Review) Committee:

☐ Approved

☐ Denied

☐ Approved with Modifications

Comments:

Committee or ASBCS Agent Signature: _____ **Date:** _____