

Park Glen Neighborhood Association

www.ParkGlen.org

Property Modification Approval Instructions & Process

Each homeowner in Park Glen is obligated to abide by the Declarations of Covenants, Conditions, and Restrictions (CCR's). The CCR's for your part of Park Glen and the community-wide Bulletins may be obtained from the Park Glen website. These Deed Restrictions protect our property values by keeping the community a highly desirable place to live.

The Architectural Control Committee (ACC) is a group of volunteers that reviews and makes decisions on requests from homeowners to make changes to their properties. The ACC tries to ensure that all changes to our properties will conform to the appropriate Deed Restrictions. **Approval from the ACC must be obtained prior to the start of almost every external modification, improvement, addition, or replacement.** A partial list of projects requiring ACC approval may be found at www.parkglen.org. **If in doubt about whether ACC approval is necessary, please submit a request.**

To submit a request, you can:

- download the fillable PDF file from www.parkglen.org, complete with your computer & keyboard, and then either
 - a) save to your computer & e-mail to **ParkGlenManager@nmitx.com** or
 - b) print & mail to **Park Glen c/o NMI 5421 Basswood Blvd:Ste 710, Ft. Worth, TX 76137**
- or you can complete the blank form by hand, then either
 - c) mail to **Park Glen c/o NMI 5421 Basswood Blvd:Ste 710, Ft. Worth, TX 76137**
 - d) scan & email to **ParkGlenManager@nmitx.com**

However you submit the form, please also send other relevant documents (proposals, sketches, permits, photographs, etc.) to help the committee understand your project and what it will look like when finished. For many projects, it is essential to provide drawings or plans with accurate measurements of the modification plus its relationship to property lines and/or other structures. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval will invalidate approval. Inspections may be done to verify that the modification was completed as submitted and approved. Any variance that violates restrictions will be a violation of the CCR's that must be remedied by the homeowner.

Please send the completed form along with supporting documents to either the e-mail address or postal mail address indicated on the bottom of the form. In most cases, you will receive an answer in about 15 days. ACC approvals are good for 6 months. If your project completion will extend beyond 6 months, you must request an exception or submit a new request for approval.

Thank you for your understanding and cooperation.

Park Glen Neighborhood Association

Property Modification Request for Approval

Homeowner Name(s)	E-mail Address
Park Glen Address	Phone
Describe the Project	
Materials to be Used. When appropriate (e.g. for shingles), list the brand, style, and grade.	
Color, if applicable (indicate brand name & color name); provide link or send swatch if appropriate	
Dimensions - LxWxH (Indicate pitch, for roof or patio cover)	Will completed project be visible from any street? <div style="text-align: right;">Yes No</div>
Location (relationship to your residence and your neighbors)	Check if Project Already Started
Distance from fences and easements, if applicable (attach lot drawing if possible)	Expected Start Date
Describe any possible impact on your neighbors	Expected Completion
How might the modification affect the drainage on any lot?	
If any trees will be removed, tell why, how many, the location(s), whether stumps will be removed, and the plan for replacement	
Has applicant read the relevant CCR's/Deed Restrictions/Bulletins?	Will neighborhood fencing be removed, even temporarily?
Has a Fort Worth building permit been obtained?	It's not necessary for this project
Contractor - name of selected or potential contractor(s) or 'Self'	
Other Info or Details	

Important: Please make your request as complete as possible. Include photos, plans, sketches, drawings, and any other supporting documents to show project's appearance, measurements, plan view, elevations, shape, style, location, and relationship to property lines.

Attachment(s) to be sent

AGREEMENT: I understand that no work may be performed prior to receipt of written ACC approval, and I agree to abide by the ACC's decision and be bound by the Association's rules, restrictions, and standards. I further understand that there may be no deviation from the terms of the written ACC approval; all deviations must be corrected at the homeowners' expense. I give permission to the Association to inspect my property. I understand that I am responsible for obtaining any necessary government permits.

Signature of Applicant	Date
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Please e-mail this completed form along with supporting documents to: **ParkGlenManager@nmitx.com**

Or mail or drop off: **Park Glen c/o NMI 5421 Basswood Blvd:Ste 710, Ft. Worth, TX 76137**

This application is not considered received until you have received a confirmation from the Association's Community Manager.