



## ARCHITECTURAL MODIFICATION COMMITTEE APPROVAL REQUEST FORM

Name (Please Print): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

***As stated in the Master Declaration of Covenants for Belterra, the Modification Committee must approve any modifications to the exterior of your home. Requests for modifications (including a drawing of the proposed modification) should be submitted to our office prior to starting any modifications. Once the committee has reviewed your request, you will receive a letter confirming approval or denial.***

The plans and specification to be submitted **will not be considered complete without all of the following items** (unless waived by the committee):

- A completed Architectural Approval Request Form**
- Plan review fee of \$25.00 made payable to Belterra HOA**
- A plot plan or survey** showing the location and dimensions (including elevation) of all existing and proposed improvements. These improvements may be sketched onto the plat map.
- Existing and finished grades shall be shown at Lot corners and at corners of proposed improvements. **Lot drainage shall be indicated**, as well as cut and fill details, if any appreciable change in the Lot contour is contemplated.
- The structural design, exterior elevations, exterior materials, colors, textures and shapes of all proposed improvements shall be described, along with any diagrams or representations necessary to depict all proposed exterior modifications (including location and method), utility connections and fire protections systems.**
- Estimated time frame for completion of project:** \_\_\_\_\_  
**Estimated start date:** \_\_\_\_\_
- Who will do the actual work on this improvement?** \_\_\_\_\_
- Location of improvement (check areas that apply)**  
 \_\_\_\_\_ Front of dwelling      \_\_\_\_\_ Back of dwelling      \_\_\_\_\_ Side of Dwelling      \_\_\_\_\_ Roof  
 \_\_\_\_\_ Patio      \_\_\_\_\_ Other: describe \_\_\_\_\_

In detail, describe the improvement which you propose, including detailed exterior materials, floor plan with dimensions (including height, width and depth), colors, greatest height of outbuildings and support structures (measured from the ground), stone/wood, roofing materials:

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**FAILURE TO SUBMIT THE REQUESTED ITEMS (1, 2 AND 3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT.**

- \_\_\_\_\_ (1) A completed improvement request form
- \_\_\_\_\_ (2) Complete and detailed building plans, materials listing and specifications
- \_\_\_\_\_ (3) A property site/plot plan showing the location of the proposed modification
- \_\_\_\_\_ (4) Proposed modification is in compliance with the set back lines and easements

I understand the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree to not begin property improvement without written approval from the ACC. I understand that that all construction will meet the County codes and that the Architectural Control Committee approvals do not override County codes. I further understand I am responsible for any drainage issues.

Please submit your request to: Belterra Modification Committee  
c/o Pioneer Real Estate Services  
611 South Congress; Suite 510  
Austin, TX 78704  
Fax: (512)-443-3757 OR Email: [judy@pioneeraustin.com](mailto:judy@pioneeraustin.com)

**\*\*\*\*\* DO NOT WRITE BELOW THIS LINE – FOR ACC USE ONLY \*\*\*\*\***

ACCEPTED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS

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SIGNATURE(S) \_\_\_\_\_

**Architectural modification request forms are located at: <http://www.belterracommunity.com/pty-management.html>**

**Site plans** and descriptions of proposed improvements can be submitted, along with the **Approval Request Form**, to the Belterra Architectural Modification Committee using anyone of the below methods:

Mail:

Belterra Community Association  
C/o Pioneer Real Estate Services  
611 S. Congress Ave, Ste. 510  
Austin, TX 78704

Fax: (512) 443-3757 OR Email: [judy@pioneeraustin.com](mailto:judy@pioneeraustin.com)

Email is preferred.

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# BELTERRA

## NEIGHBOR AWARENESS FORM

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TO BE SUBMITTED WITH YOUR ARCHITECTURAL REQUEST FORM

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Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### SUMMARY / DESCRIPTION

Attach additional sheets for complete description of alteration

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Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Has exterior alteration commenced / completed prior to ACC review/approval? YES/NO

### NEIGHBORS AWARENESS

As one of the most affected residents of the proposed architectural alteration mentioned above, you are being asked to sign on this application. Please note your signature does not constitute approval or disapproval. It acknowledges that you are aware of the proposed alteration. If you have any questions, comments or concerns, please notify the Association through Pioneer Property Management in writing. If any written statements are received, this application will be held and reviewed at the next full ACC meeting.

Neighbor Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Address \_\_\_\_\_

Neighbor Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Address \_\_\_\_\_