

Glen Haven Estates Architectural Review Request Form

Use this form when you are building or renovating a property in Glen Haven Estates.

Deed Restrictions

The Glen Haven Deed Restrictions are located at:

<https://glenhavenestates.files.wordpress.com/2021/11/glen-haven-estates-deed-restrictions-sections-i-and-ii-1.pdf>

Review the following sections prior to submitting the review request:

1. ARCHITECTURAL CONTROL COMMITTEE
2. RESIDENTIAL PURPOSES
3. BUILDING SETBACK
4. TEMPORARY STRUCTURES
5. MINIMUM BUILDING REQUIREMENTS
6. SEWAGE REQUIREMENTS
7. EASEMENTS
8. CULVERTS

The Process

- Written approval from the Architectural Control Committee is required prior to any improvement project being started.
- Board meetings are held on the third (3rd) Saturday of every month. Forms must be received at least ten (10) days prior to a regularly scheduled meeting to be considered.
- The decision will be noted on the application and the owner notified of the decision. The application will show one of the following four decisions:
 1. APPROVAL: The application is approved as submitted.
 2. APPROVAL WITH CONDITIONS: The overall proposal is accepted, but with certain specified changes, limitations or requirements that must be followed.
 3. ADDITIONAL INFORMATION REQUIRED: The Architectural Committee has determined that additional information is needed for appropriate review of the application. Final action on the request will be postponed until the next regularly scheduled monthly Board meeting after receipt of the additional information is provided.
 4. DISAPPROVAL: The application is denied. The owner can appeal to the Architectural Committee within 15 business days.
- Drawings and plans with measurements of the proposed improvements must be submitted along with the completed *Glen Haven Estates Architectural Review Request Form* and MUST INCLUDE at a minimum applicable locations, site plan, and setbacks. Additional information pertinent to the proposed improvement such as drawings,

illustrations, pictures, specifications, etc. are helpful. Items submitted for review become the property of Glen Haven Estates POA and are not returned.

- Only one (1) improvement project may be submitted per Architectural Form.
- Approval does NOT constitute approval by Trinity County or the Trinity River Authority (TRA). YOU ARE RESPONSIBLE FOR ACQUIRING ALL OTHER PERMITS AND ADHERENCE TO ALL COUNTY AND TRA CODES AND SETBACKS PRIOR TO IMPLEMENTING THE IMPROVEMENT.
- When making improvements, homeowners are responsible for locating all water, sewer, electrical, cable and/or other utility liens or easements.

Date:

Your Name:

Your Address in Glen Haven:

Your Email Address:

Your Phone Number:

Section and lot number(s) where the improvements will take place:

Description of the proposed improvement:

Please email this completed form, along with relevant documentation to the Glen Haven Architectural Committee at the following email address:

wdmurphyjr@gmail.com
adakindawson@gmail.com
astokes1as@gmail.com

Alternatively, you can drop off this form and relevant documents at:

Alisa Dawson
971 Post Oak Lane
Trinity, TX 75862