

# COUNTRY BROOK ESTATES EXISTING PROPERTY IMPROVEMENTS FORM

## Instructions:

- 1) Please complete this Architectural Review Committee (ARC) request form.
- 2) Please include at least the following support documents:  
**Please note: Any required supporting documentation that is not included with your request will result in an Incomplete Submission Notice and delay the review of your request by the ARC. All property improvements shall be referred to as structure(s).**
  - A clear and detailed professional diagram of the existing structure(s) detailing types of building materials used, both plan and profile dimensions (including overall height).
  - An official Survey or Plot Plan showing the exact placement of structure(s), placement of accompanying equipment (if applicable), and all existing property easements.
  - Color Photographs of the structure(s) from all angles of the existing structure(s).
  - Color Photographs from any public street where the structure(s) is visible.
  - Copies of all completed city permits (where applicable) for the structure(s).
- 3) When this application is complete, please send all information to:

**Country Brook Estates HOA-ARC**  
**[P.O. Box 1567](#)**  
**[Allen, TX 75013](#)**

This request will then be submitted to the Country Brook ARC committee. You will be sent a written response to your request within fourteen (14) days of receipt of your request from the ARC.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **ALT. PHONE** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**ALT. EMAIL:** \_\_\_\_\_

**CONTRACTOR NAME:** \_\_\_\_\_

**CONTRACTOR PHONE:** \_\_\_\_\_

**DATE BUILT/INSTALLED:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**DESCRIPTION OF EXISTING STRUCTURE(S):**

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**AGREEMENT:** I certify that all materials submitted in this application are true and correct. I understand and agree that **all existing** structures require a written approval letter by the ARC. I agree to be bound by the Country Brook Estates Homeowners ARC Guidelines and Standards. I acknowledge that my Country Brook Estates Homeowners Association dues account is current.

Date of Application: \_\_\_\_\_

Homeowner(s) Signature(s): \_\_\_\_\_

\_\_\_\_\_

Date received by ARC: \_\_\_\_/\_\_\_\_/\_\_\_\_