



CHECK LIST FOR RESIDENTIAL MODIFICATION APPLICATION SUBMITTAL

This checklist is designed to assist with the residential modification process and ensure a timely response. Your application and any supporting materials must include this checklist in order for it to be reviewed. If the submittal package is incomplete, your application will not be accepted. Once a complete application is submitted, the review process and response may take up to 30 days from the time of submittal.

This document is intended to assist with the submission process and does not supersede the requirements and provisions of the Windsong Ranch Master Covenant or Windsong Ranch Amended and Restated Modification Guidelines.

SUBJECT PROPERTY: _____ Prosper, TX

The plans and specifications along with the application to be submitted for approval by the Review Committee or designated subcommittee(s) shall include the following: (as applicable)

N/A

- Lot survey(from your home closing) showing the residence and all proposed improvements
- Neighbor Awareness Form (confirming neighbors have been advised of proposed improvements that may be in the sight line or impacted by your project)
- Side and rear setbacks, structures, walks, patios, driveways, fences and walls
For proposed improvements that contemplate changes in grades, existing and proposed finished grades shall be shown at lot corners and at corners of the proposed improvements. Lot drainage provisions shall be indicated as well as cut and fill details if any appreciable change in the lot contours is contemplated.
- Exterior elevations: description of materials, colors, textures, and shapes and how they relate to the existing home material and colors
- Structural design: height, width, depth, square footages
- Landscaping plan: walkways, fences and walls, elevation changes, irrigation systems, and plant material
- Exterior lighting: location quantity and light specification with illustration if possible
- Pool Deposit: \$1,000 payable to Windsong Ranch Community Association if project includes pool installation

DELIVER WITH ALL SUPPORTING DOCUMENTS, DRAWINGS, PHOTOGRAPHS, ETC. TO:

Windsong Ranch Community Association
Community Standards Coordinator

Email: WindsongARC@ccmcnet.com
Windsong Ranch
1001 S. Windsong Pkwy.
Prosper, TX 75078

**Windsong Ranch Reviewer
Residential Modification Application Form**

Name of Owner:		Date:	
Address:	Home Phone:		
	Work Phone:		
	Cell Phone:		
	E-Mail Address:		

**Description of Proposed Modification or Improvement
(Attach additional pages if necessary):**

Estimated project completion date:	
------------------------------------	--

**Windsong Ranch Reviewer
Residential Modification Application Form (Cont.)**

OWNERS' ACKNOWLEDGEMENT:

1. I/We understand that material herein contained shall represent Improvements/Modifications, which comply with the zoning and building codes of Collin and/or Denton County(s). Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary building permits prior to commencement of construction and for complying with all zoning and building codes.
2. I/We understand that no work or activity associated with this application shall commence until we have received Written Approval from the Reviewer. Any construction or exterior alteration before approval of this application is not allowed. If alterations are made, we may be required to return the property to its former condition at our own expense and we may be required to pay all legal expenses incurred.
3. I/We understand that approval is contingent upon all work being completed in a workmanlike manner within one (1) year. If the project is not completed within one (1) year, the approval becomes void and a new application is required.
4. I/We acknowledge that the completion deadline for applications being submitted to respond to a violation will be delineated in the approval letter and supersedes the one (1) year completion deadline.
5. I/We understand that the Reviewer may make a routine inspection during construction.
6. I/We acknowledge this request is subject to restrictions delineated in the Documents. Any variation from the original application must be resubmitted for approval.
7. I/We acknowledge and agree that we will be solely liable for any claims, including without limitations, claims for property damage or personal injury that result from the requested Modification. I/We hereby indemnify the Reviewer, the Declarant and the Association from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said Modification. I/We further agree that the members of the Association and/or the Board of Directors shall not be liable for damages, incidental or consequential, relative to this application or the work/project herein.
8. I/We hereby give consent to the Reviewer or their designee access to my property to inspect the above Modifications and/or Improvements upon completion.

Signature of Owner

Date



NEIGHBOR AWARENESS FORM

The purpose of this form is to advise neighbors who may be affected by the proposed improvement described on the attached application. By signing this form you are NOT approving the project, you are only acknowledging that you have been informed of the pending modification request.

Your neighbor, *(Name of applicant)* _____, has requested approval for modification(s) which may include: fence, pool, attached or unattached structures, solar panels, or other modifications, which may be in view from your home. The work being completed will take place at:

(Address) _____

NEIGHBOR ACKNOWLEDGEMENT:

Signature (Front Facing):

Name: _____ Phone: _____

Address: _____

Signature (Side Facing):

Name: _____ Phone: _____

Address: _____

Signature (Side Facing):

Name: _____ Phone: _____

Address: _____

Signature (Rear Facing):

Name: _____ Phone: _____

Address: _____