

## PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

### INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS/MODIFICATIONS

**FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED. MOST ARCHITECTURAL COMMITTEES ARE ALLOWED 30 DAYS TO RESPOND TO AN APPLICATION.**

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey.
- 2) If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey.
- 3) If you are applying for a **POOL/SPA** you must submit detailed drawing of pool and indicate on lot survey the location of pool and equipment. Must show access to rear of property.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample of color.
- 5) If you are applying for a new **ROOF** please submit manufactures name / color name (brochure or small sample).
- 6) If you are applying for new front **DOORS OR STORM DOORS** please provide photo or brochure.
- 7) If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide material samples.
- 8) If you are applying for **WROUGHT IRON GATES OR BURGLAR BARS** please submit drawing, color and indicate on lot survey placement.
- 9) If you are applying for **DECKING/PATIO** please indicate location on lot survey, materials to be used and height of decking.
- 10) If you are applying for **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.) please indicate location on lot survey.
- 11) If you are applying for an **ANTENNA** please give size or height of antennae and show location on lot survey.
- 12) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit all details (tree dimension and type) showing placement on lot survey.
- 13) If you are applying for **FENCING** please advise of height, materials and location on lot survey.
- 14) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, indicate location on lot survey.

Please contact PCMI to determine if a deposit is a requirement for a pool application in your community.

PLEASE ADDRESS APPLICATIONS TO:

**WINCHESTER COUNTRY TRAILS  
ARCHITECTURAL REVIEW COMMITTEE  
P.O. BOX 219223  
HOUSTON, TX. 77218**

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