



Memorial Club Townhouses Association

1211 Country Place Drive Houston, Texas 77079 281-497-7840

Request for Architectural Change

Request must be submitted prior to beginning construction or improvement. Please submit your application with all required documents to the Association office. You may email your completed application to office@memorial-club.org. The approval process may take up to 30 days to complete. **Requests that do not include drawings with the structural design, location, dimensions and materials used will not be considered and automatically denied.**

Date: _____

Name: _____ Phone: _____

Address: _____

Request for:

- | | | | |
|---|---|---------------------------------------|--|
| <input type="checkbox"/> Fireplace ** | <input type="checkbox"/> Burglar Bars** | <input type="checkbox"/> Patio Door** | <input type="checkbox"/> Patio Cover** |
| <input type="checkbox"/> Sprinkler System** | <input type="checkbox"/> Front Door** | <input type="checkbox"/> Storm Door** | <input type="checkbox"/> Storm Windows** |
| <input type="checkbox"/> Window Replacement** | <input type="checkbox"/> Painting | <input type="checkbox"/> Carport | <input type="checkbox"/> Shutter Replacement |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Concrete** | <input type="checkbox"/> Other _____ | |

Flashing must be installed around ALL new windows. MCTA is not responsible for leaks due to improper installation.

**Requires a City of Houston Building Permit.

Requests that do not include a City Permit will automatically be denied.

All requests must be completed within 180 days of approval or a resubmittal with a current permit will be required.

Signature of Homeowner: _____

Approved by: _____ Date: _____

Disapproved by: _____ Date: _____

Reason Modification was disapproved: _____
