



*Lighthouse Landing*  
*Home Owners Association*

**Review Procedure for an Addition, Improvement or Modification**

Application by a property owner for an addition, improvement, alteration, modification, or change to the existing property is a two-phase process as follows:

*Phase One: Application and Review*

*Phase Two: Final Inspection*

1. Phase One: Application and Review. The purpose of this phase is to determine if the proposed alternation conforms to the development standards by the Lighthouse Landing Home Owners Association and that there will be no adverse effect to neighboring properties.

The applicant will be required to submit the following:

A. Application letter.

B. Detailed, thorough explanation of the proposed change, including plans, drawing, and any other pertinent information helpful to the LLHOA in its review.

Depending on the nature of the proposal, the LLHOA may also require specifications, material samples, color charts, spot surveys, or any other information deemed necessary for its review process.

Once all required materials and information have been submitted, the LLHOA will review the application and forward a decision to the Applicant within (30) days.

2. Phase Two: Final Inspection Immediately upon completion of the alteration, the Applicant shall notify the LLHOA who shall conduct a final inspection. Upon receipt of all required materials, and compliance with prior submittals, the LLHOA will grant final approval and return within thirty (30) days.



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Home Owners Association*

**Application for an Addition, Improvement or Modification**

Lighthouse Landing Home Owners Association  
P.O. Box 1807  
Kingsland, TX 78639

This application is for an (*circle one*) addition, improvement or modification and is hereby submitted for review.

I understand that no construction shall commence in any manner or respect until approval by LLHOA has been granted.

Lot \_\_\_\_\_

Address \_\_\_\_\_

Owner \_\_\_\_\_

Owner's Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Builder \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Anticipated Start Date \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature

Date \_\_\_\_\_