



**FirstService**  
RESIDENTIAL

1600 NE Loop 410, Suite 202 – San Antonio, TX 78209

210-829-7202 Office \* 210-829-5207 Fax

Website - <https://www.fsresidentialsa.com> – E-Mail: [accsatx@fsresidential.com](mailto:accsatx@fsresidential.com)

**FirstService Residential Architectural Department is paperless please send all request via email**

Name of Community: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (Required): \_\_\_\_\_

Briefly describe the improvement you propose: \_\_\_\_\_

**Type of Improvement** (check or circle which improvement applies to your request): **PLEASE E-MAIL ALL COLOR SAMPLES**

- |  |   |
|--|---|
| <input type="checkbox"/> Permanent Basketball Goal   | <input type="checkbox"/> Pool – Above-Ground  |
| <input type="checkbox"/> Temporary Basketball Goal ( <b>Indicate stored location</b> )             | <input type="checkbox"/> Pool – In-Ground ( <b>Pool Addendum Required</b> )             |
| <input type="checkbox"/> Stain Fence ( <b>Sample Required</b> )                                    | <input type="checkbox"/> Spa/Hot Tub  |
| <input type="checkbox"/> Fencing/ Extend Fence ( <b>Distance from front corner of Home</b> )       | <input type="checkbox"/> Gutters  |
| <input type="checkbox"/> Paint Exterior ( <b>Sample Required</b> )                                 | <input type="checkbox"/> Room Addition ( <b>Elevation Drawings</b> )                    |
| <input type="checkbox"/> Porch Railing   | <input type="checkbox"/> Storage Building ( <b>Height, Width and Length and Color</b> ) |
| <input type="checkbox"/> Play Structure ( <b>Height, Width and Length and Color of Tarp</b> )      | <input type="checkbox"/> Landscaping  |
| <input type="checkbox"/> Front Yard Statuary/Bird Bath/Water Fountain                              | <input type="checkbox"/> Replace Door   |
| <input type="checkbox"/> Permanent/Temporary Gazebo  | <input type="checkbox"/> Screen/Storm Door  |
| <input type="checkbox"/> Solar Panels-Need Performance letter if panels are place on front of home | <input type="checkbox"/> Walkway/ Sidewalk  |
| <input type="checkbox"/> Wall Art/Outside Decor  | <input type="checkbox"/> Stain/Paint Driveway ( <b>Sample Required</b> )                |
| <input type="checkbox"/> Exterior/Landscape Lighting   | <input type="checkbox"/> Extend Driveway  |
| <input type="checkbox"/> Sprinkler System ( <b>Show location of lines and heads on site plan</b> ) | <input type="checkbox"/> Solar Screens/Window Treatments                                |
| <input type="checkbox"/> Deck  | <input type="checkbox"/> Patio/Patio Cover/Extend Patio– <b>Rear of Home ONLY</b>       |
| <input type="checkbox"/> Replace Roof ( <b>Sample/Warranty Year Required</b> )                     | <input type="checkbox"/> Arbor/Trellis  |
| <input type="checkbox"/> Other: _____  |   |

**CARPORTS – NOT ALLOWED**

**Plan Submittal Requirements**

Please thoroughly review your applications to ensure that all required information is included. **Incomplete applications will not be reviewed.**

	<b>Site plan (Survey):</b> issued in closing papers showing the building setback lines and easements	<b>Must show exact location of the improvement on the site plan with the distance to each property line.</b>
	<b>Materials:</b> List all materials used in the project (ex: type of wood, brick, cement, iron, flagstone, stucco, etc.)	<b>List materials here:</b>
	<b>Color Samples:</b> Provide brand/name and color samples for the paint color or stain colors to be used <b>Check website for Associations that have pre-approved stain color lists Roofing – provide samples of material, color/brand/length of warranty (year)</b>	<b>List colors here &amp; provide samples with request:</b>
	<b>Photos/Elevation Drawings/Brochure</b> <b>Elevation drawings needed for building plans and home additions</b>	<b>Include a photo, drawing or brochure showing what the improvement will look like</b>
	<b>Dimensions:</b> Needed for all improvements such as outbuildings, play structures, decks, arbors, patio/patio covers, pools, etc. <b>For fence extensions – indicate how many feet from the front corner of the home the new fence line will be</b>	<b>Length</b> _____ <b>Width</b> _____ <b>Height</b> _____
	<b>Other Information Needed:</b> <b>Processing Fee – Please make check payable to your Association (not FirstService Residential)</b> <b>\$25 Processing Fee for Improvements</b> <b>Exterior Lighting – Indicate wattage</b> <b>Pool Equipment – Indicate location on site plan and screening (if any)</b> <b>Landscape Plans – Include type of sod, irrigation</b> <b>Fence Requests – Show location of gates on the site plan</b> <b>Solar Panels</b> Provide a Aerial View (with driveway and back yard) of roof showing where the panels will be located and complete specifications for the panels. <b>Need Performance letter if panels are located on front of home</b>	<b>Processing Fee Check#</b> _____ <b>If your payment is paid online please send receipt to</b> <a href="mailto:accsatx@fsresidential.com">accsatx@fsresidential.com</a>  <b>Please provide any other information that will help the Committee in their review</b>





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**Pool Submittal Addendum**  
**THIS FORM IS ONLY REQUIRED FOR POOL REQUEST**

**This checklist is being submitted as an addendum to the review form.**

Owner Name: _____	Date submitted: _____
Property Address: _____	Community Name: _____
Phone (h): _____ (w) _____	e-mail: _____
Contractor Name: _____	e-mail: _____

The submittal of plans and specifications must be submitted by the Owner and/or Builder to the Architectural Committee for review and approval.

***The following documents must be submitted. Please initial that each item has been included in your submittal.***

- \_\_\_\_\_ Completed submittal application & Process form.
- \_\_\_\_\_ Required fees and deposits (if applicable) (please provide separate checks).

***The items below must be clearly shown on your plans. Please initial that each item is shown on your plans.***

- \_\_\_\_\_ Show location of pool equipment and screening wall (if applicable), specify material to be used for screening wall.
- \_\_\_\_\_ Provide color rendering of pool design and decking. Specify materials to be used.
- \_\_\_\_\_ If pool is above grade please show rear and side elevation with height above ground with type of veneer and color to be used.
- \_\_\_\_\_ Provide structural cross section of pool.
- \_\_\_\_\_ Show where backflow will drain, not to affect neighboring properties.
- \_\_\_\_\_ Total Impervious cover calculation with the addition. (if applicable)
- \_\_\_\_\_ Show location of ingress/egress. **Note: Must be located on owner's property only.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_