

1600 NE Loop 410, Suite 202 – San Antonio, TX 78209
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Website - https://www.fsresidentialsa.com – E-Mail: accsatx@fsresidential.com
FirstService Residential Architectural Department is paperless please send all request via email

| Name o                | of Community:   |        |  |   |   |  |
|-----------------------|---|--------|--|---|---|--|
| Owner Name:Signature: |   | :      |  |   | Date:   |  |
| Propert               | ry Address:City:  |        |  | State:  | Zip:  |  |
| Mailing               | Address:City:   |        |  | State:  | Zip:  |  |
| Phone:                | Email ( <b>Required</b> ):  |        |  |   |   |  |
| Briefly o             | describe the improvement you propose:   |        |  |   |   |  |
| Type o                | f Improvement (check or circle which improvement applies to   | you    | request): PLEA                           | SE E-MAI  | L ALL COLOR SAMPLE  |  |
| ☐ Pe                  | rmanent Basketball Goal   |        | Pool – Above-0                           | Ground  |   |  |
| ☐ Te                  | mporary Basketball Goal (Indicate stored location)  |        | Pool – In-Grou                           | nd (Pool Add  | lendum Required)  |  |
| ☐ Sta                 | ain Fence (Sample Required)   |        | Spa/Hot Tub                              |   |   |  |
| ☐ Fe                  | ncing/ Extend Fence (Distance from front corner of Home)  |        | Gutters                                  |   |   |  |
| □Ра                   | int Exterior (Sample Required)  |        | Room Addition                            | (Elevation  | Drawings)   |  |
| □Ро                   | rch Railing   |        | Storage Buildir                          | ıg ( <b>Height, V</b>                                       | Vidth and Length and Color)                                 |  |
| ☐ Pla                 | ay Structure (Height, Width and Length and Color of Tarp)   |        | Landscaping                              |   |   |  |
| ☐ Fro                 | ont Yard Statuary/Bird Bath/Water Fountain  |        | Replace Door                             |   |   |  |
| ☐ Pe                  | rmanent/Temporary Gazebo  |        | Screen/Storm I                           | Door  |   |  |
| ☐ So                  | lar Panels-Need Performance letter if panels are place on front of home   | , 🗌    | Walkway/ Side                            | walk  |   |  |
| □wa                   | all Art/Outside Decor   |        | ☐ Stain/Paint Driveway (Sample Required) |   |   |  |
| ☐ Ex                  | terior/Landscape Lighting   |        | Extend Drivewa                           | ау  |   |  |
| ☐ Sp                  | rinkler System (Show location of lines and heads on site plan)  |        | ☐ Solar Screens/Window Treatments        |   |   |  |
| ☐ De                  | Deck Patio/Patio Cover/Extend Patio—Rear of Home ON   |        | Patio-Rear of Home ONLY                  |   |   |  |
| ☐ Re                  | ☐ Patio/Patio Cover/Extend Patio—Rear of Home ONL* ☐ Replace Roof (Sample/Warranty Year Required) ☐ Arbor/Trellis                                   |        |  |   |   |  |
| Otl                   | her:  | _C     | ARPORTS -                                | NOT ALL   | .OWED   |  |
| DI 4                  | Plan Submittal Req  |        |  |   |   |  |
| Please t              | horoughly review your applications to ensure that all required informatio<br>Site plan (Survey): issued in closing papers showing the building setb |        |  | Must show ex  | act location of the improvement                             |  |
|                       | easements   |        |  | property line.  |   |  |
|                       | <b>Materials:</b> List all materials used in the project (ex: type of wood, brick flagstone, stucco, etc.)  | cem    | ent, iron,                               | List materia  | Is here:  |  |
|                       | <b>Color Samples:</b> Provide brand/name and color samples for the paint of be used   | olor o | or stain colors to                       | List colors h   | nere & provide samples with                                 |  |
|                       | Check website for Associations that have pre-approved stain colo provide samples of material, color/brand/length of warranty (year)                 | r list | s Roofing –                              | roquooti  |   |  |
|                       | Photos/Elevation Drawings/Brochure  |        |  |   | to, drawing or brochure<br>t the improvement will look like |  |
|                       | Elevation drawings needed for building plans and home additions<br>Dimensions: Needed for all improvements such as outbuildings, play               |        | tures, decks,                            | Length  | •   |  |
|                       | arbors, patio/patio covers, pools, etc.  For fence extensions – indicate how many feet from the front corner of the home the new  Width  Height     |        |  |   |   |  |
|                       | fence line will be Other Information Needed:  |        |  |   | Foo Chock#  |  |
|                       | Processing Fee - Please make check payable to your Association (not Firs  | tServ  | ce Residential)                          | Processing Fee Check# If your payment is paid online please |   |  |
|                       | rocessing Fee for Improvements ior Lighting – Indicate wattage send receipt to accsatx@fsresidential.com  |        |  |   |   |  |
|                       | Pool Equipment – Indicate location on site plan and screening (if any)  Landscape Plans – Include type of sod, irrigation                           |        |  | Please prov   | ide any other information                                   |  |
|                       | Fence Requests – Show location of gates on the site plan Solar Panels Provide a Aerial View (with driveway and back yard) of                        | roof c | howing                                   | that will help  | p the Committee in their                                    |  |
|                       | where the panels will be located and complete specifications for the  |        | · ·                                      | review  |   |  |
|                       | panels. Need Performance letter if panels are located on front of   | nome   | •  |   |   |  |



#### ARCHITECTURAL REVIEW PROCESS AND PROCEDURES

### **OBJECTIVES**

The overall objective of this document is to serve as a uniform guide to submitting an application for construction in a specific and carefully designed community. This process outlines the standards for which an application will be held to and considered for approval by the Architectural Review Board or Designated Reviewer. The purpose of design controls is to assure the developer, builders, homeowners and residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community's overall environment. The authority for maintaining the quality of design in a community is found in the Declaration of Covenants, Conditions and Restrictions and Association By-laws, which are a part of the deed to every property.

## FORMAT FOR ARCHITECTURAL REVIEW BOARD APPROVAL SUBMISSIONS Incomplete applications will not be reviewed.

- 1. Master plans for each section of the community must be submitted for review and approval.
- 2. Plot Plan and masonry selections must be submitted for review. Once written approval has been obtained construction may begin.

| Signature of Homeowner  | Print Name   | Date   |  |  |
|---|--|--|--|--|
| 0   |  |  |  |  |
| authorities should be contacted prior to obtain required permits. City or County  I hereby acknowledge that I have reach been provided to me regarding the pro- | o beginning any work in order to verify why approval does not preclude the need for the Architectural Process and Procedure ocess. Additionally, by signing this form yaccount for this single transaction only (i | r architectural approval and vice versa. es and understand the information that has you give FirstService Residential San                      |  |  |
| runderstand that a one-tin  | te processing fee will be applied to in  | iy account. (ii applicable).   |  |  |
| preservation of any view.   | ne processing fee will be applied to m   | •  |  |  |
| I understand that Plans and compliance with zoning and  | specifications submitted for review are building ordinances or any other applic  | <b>not</b> being reviewed for structural integrity<br>cable statutes, ordinances or governments<br>c utility, easement or other agreements, or |  |  |
| me of their approval  | sible for maintaining a clean construction   | site   |  |  |
| or storage included)I hereby agree not to begin an  | any improvements or changes until the Architectural Committee or Reviewer noti   |  |  |  |
| I understand that greenbelt ac  | cess or adjacent lot access is not granted   |  |  |  |
|   | d review fee may be applicable BEFORE<br>ors that I employ are not permitted to place  |  |  |  |
| regards to the modification/ac  | ddition as proposed  |  |  |  |
| ACKNOWLEDGEMENTS (initials b  | pelow):<br>prechitectural Design Guidelines and have   | road and agree to abide with them in   |  |  |
| ACKNOWLEDGEMENTS (::::4:-1- L   | alaw).   |  |  |  |



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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 a                             |   | be submitted by the Owner and/or Builder to the Architectur    |  |  |  |  |
| The following document<br>submittal.                 | ts must be submitted. Pl  | lease initial that each item has been included in your         |  |  |  |  |
| Compl  | eted submittal application  | on & Process form.   |  |  |  |  |
| Requir   | Required fees and deposits (if applicable) (please provide separate checks).  |  |  |  |  |  |
| The items below must b                               | e clearly shown on your   | r 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  | e color rendering of pool   | l design and decking. Specify materials to be used.            |  |  |  |  |
|  | is above grade please sho<br>veneer and color to be u   | ow rear and side elevation with height above ground with used. |  |  |  |  |
| Provide  | e structural cross sectior  | n of pool.   |  |  |  |  |
| Show v   | vhere backflow will drain   | n, not to affect neighboring properties.                       |  |  |  |  |
| Total Impervious cover calculation with the addition |   | tion with the addition. (if applicable)                        |  |  |  |  |
| Show lo  | ocation of ingress/egres  | s. Note: Must be located on owner's property only.             |  |  |  |  |
| Signature:   |   | Date:  |  |  |  |  |

Submittals can be email to: <a href="mailto:accsatx@fsresidential.com">accsatx@fsresidential.com</a>