

**Iron Horse Canyon HOA**  
New Construction ACC Application Form  
1600 NE Loop 410, ste. 202 San Antonio TX 78209  
210-829-7202 Office \* 210-829-5207  
Fax Email [deedee.freudenrich@fsresidential.com](mailto:deedee.freudenrich@fsresidential.com) / [www.fsresidentialsa.com](http://www.fsresidentialsa.com)

Name of Property Owner(s): \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
E-Mail: \_\_\_\_\_ E-Mail 2: \_\_\_\_\_  
Home #: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work #: (\_\_\_\_) \_\_\_\_\_  
Builder Name & Number \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

- 1. \$2,500 Deposit for New Residence ONLY**
- 2. Two (2) Sets of Plans must be submitted for every request**
- 3. Improvement Request Form signed by homeowner (*no renters or builders*)**
- 4. Material list, detailed building plans, detailed drawings, size of improvement, color swatches and photos.**
- 5. A copy of the official site plan (no hand-drawn or computerized)**
- 6. If relief from a Covenant Restriction(s) is needed, a request for variance must also be included in the package. The request must include the applicable restriction(s) and the details and justification for the variance.**

All color samples must be submitted and a list of all building materials/or pictures  
Type of Submission (please check all that apply):

\_\_\_\_\_ House - Paint Color  
Brand: \_\_\_\_\_  
Color Codes: \_\_\_\_\_

\_\_\_\_\_ Storage Unit  
Brand & Type: \_\_\_\_\_  
Color Code: \_\_\_\_\_

\_\_\_\_\_ Roofing Materials  
Brand & Type: \_\_\_\_\_  
Color Codes: \_\_\_\_\_

\_\_\_\_\_ Fence and Walls (plans must include a photo, brochure or drawing and detailed site plan along with paint color and material composition.)  
Paint Color(s): \_\_\_\_\_  
Brand: \_\_\_\_\_  
Color Code(s): \_\_\_\_\_

\_\_\_\_\_ Landscape Plans: \_\_\_\_\_

\_\_\_\_\_ Other Plans: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Date Plan Rec'd by ACC: \_\_\_\_\_ Do plans meet roofing material requirements? Y N  
Do Plans meet setbacks? Y N Exterior Colors approved? Y N  
Do plans meet sq. footage requirements? Y N Date Plan Approved By ACC: \_\_\_\_\_  
Do plans meet masonry requirements? Y N Date Plan Denied By ACC: \_\_\_\_\_  
Calculated masonry material: \_\_\_\_\_ % Assigned to ACC Member: \_\_\_\_\_



**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.

**ACKNOWLEDGEMENTS (initial below):**

- \_\_\_\_\_ I acknowledge receipt of the Architectural Design Guidelines and have read and agree to abide with them in regards to the modification/addition as proposed
- \_\_\_\_\_ I understand that a deposit and review fee may be applicable BEFORE my application is reviewed
- \_\_\_\_\_ I understand that any contractors that I employ are not permitted to place signs on the property
- \_\_\_\_\_ I understand that greenbelt access or adjacent lot access is not granted for construction (ingress, egress or storage included)
- \_\_\_\_\_ I hereby agree not to begin any improvements or changes until the Architectural Committee or Reviewer notifies me of their approval
- \_\_\_\_\_ I understand that I am responsible for maintaining a clean construction site
- \_\_\_\_\_ I understand that Plans and specifications submitted for review are **not** being reviewed for structural integrity; compliance with zoning and building ordinances or any other applicable statutes, ordinances or governmental rules or regulations, compliance with the requirements of any public utility, easement or other agreements, or preservation of any view.
- \_\_\_\_\_ **I understand that a one-time processing fee will be applied to my account. (if applicable)**

**SPECIAL NOTE-CITY APPROVALS.** It is the builder’s responsibility to obtain all required approvals and permits. Proper authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and obtain required permits. City or County approval does not preclude the need for architectural approval and vice versa.

I hereby acknowledge that I have read the Architectural Process and Procedures and understand the information that has been provided to me regarding the process. Additionally, by signing this form you give FirstService Residential San Antonio, LLC permission to bill your account for this single transaction only (if applicable), and does not provide authorization for any additional unrelated charge to your account.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date