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

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 EMAIL ALL COLOR SAMPLES

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

☐	**Site plan (Survey):** issued in closing papers showing the building setback lines and easements	**Must show exact location of the improvement on the site plan with the distance to each property line.**
☐	**Materials:** List all materials used in the project (ex: type of wood, brick, cement, iron, flagstone, stucco, etc.)	**List materials here:**
☐	**Color Samples:** Provide brand/name and color samples for the paint color or stain colors to be used **Check website for Associations that have pre-approved stain color lists** **Roofing –** provide samples of material, color/brand/length of warranty (year)	**List colors here & provide samples with request:**
☐	**Photos/Elevation Drawings/Brochures:** **Elevation drawings needed for building plans and home additions**	**Include a photo, drawing or brochure showing what the improvement will look like**
☐	**Dimensions:** Needed for all improvements such as outbuildings, play structures, decks, arbors, patio/patio covers, pools, etc. **For fence extensions –** indicate how many feet from the front corner of the home the new fence line will be	**Length** _____ **Width** _____ **Height** _____
☐	**Other Information Needed:** **Exterior Lighting –** Picture of lighting and wattage **Pool Equipment –** Indicate location on site plan and screening (if any) **Landscape Plans –** Include type of sod, irrigation system, plant list (show on survey) **Fence Requests –** Show location of gates on the site plan **Solar Panels** – Provide a Aerial View **(with driveway and back yard) of roof showing where the panels will be located and complete specification for the panels. - Need Performance letter if panels are located on front of home**	**Please provide any other information that will help the Committee in their review.**

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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 (initials 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 Homeowner	Print Name	Date

ESTE DOCUMENTO ES MUY IMPORTANTE. SI USTED NO PUEDE LEER INGLES, POR FAVOR CONSIGA A ALGUIEN PARA QUE LE TRADUZCA ESTE DOCUMENTO

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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: _____

Submittals can be email to: accsatx@fsresidential.com