

Reserve of Southlake Homeowners Association

New Construction Approval Request Form

NOTE: Email (or fax) this completed form, along with a full set of plans and all other information requested below. A signed copy will be emailed back to the submitter.

Owner: _____ Date: _____

Block: _____ Lot: _____ Street Address: _____

Contact Person: _____ Phone: _____

Email: _____

Estimated Start Date: _____ Completion Date: _____

PLEASE CHECK APPROPRIATE BOXES BELOW:

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Initial Submittal | <input type="checkbox"/> Resubmittal | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Custom Design | <input type="checkbox"/> New Plan | <input type="checkbox"/> Previously Approved Plan _____
(address) |

REQUEST FOR APPROVAL OF:

- | | |
|--|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Landscape plan |
| <input type="checkbox"/> Building Elevations (four) | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Exterior materials, finish & color schedule | <input type="checkbox"/> Other (Please specify): |

Stories: 1 2 3 Split Level

Garage: Side Entry Front Entry Rear Entry Swing Entry

Type of Lot: Corner Standard

Does this lot have greenbelt frontage? Yes No If Yes: Right Left Rear

Are there existing adjacent houses? Yes No Under construction

Have these building elevations been used on nearby houses? Yes No Similar

Where? _____

Building Size: _____ (Living Sq. Ft.) Building Height: _____ (Ft.)

Retaining Wall(s): Yes No Maximum Height: _____ Material: _____

It is the Builder's responsibility for conformance to the Master Drainage Plan.

MATERIAL AND COLOR SCHEDULE

EXTERIOR MATERIALS (List all manufacturer's and applicable materials being used):

Siding (Type _____) Brick EIFS Stone Stucco

Other (Specify) _____

Roof Material: _____ Trim Material: _____

Stoop and Steps Material: _____

Chimney Material: _____

Window Frame: _____

Garage Door(s): _____

EXTERIOR COLORS (List manufacturer and color. Provide link to actual sample of colors.):

Brick/EIFS/Stucco/Stone: _____

Siding: _____

Roof: _____

Trim: _____

Windows: _____

Shutters and/or Front Door: _____

Garage Door(s): _____

Chimney: _____

Gutter & Downspouts: _____

\$500.00 ACC Plan Review Fee - Make check payable to Reserve of Southlake HOA

COMMENTS: _____

The Applicant acknowledges and agrees that the ACC and the Association assume no liability resulting from the approval or disapproval of any plans submitted by the Applicant. The ACC and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governmental requirements. This report does not relieve the Builder of his obligations under the Design Guidelines.

Applicant's Signature: _____

Submissions are to be made to: ACC@GloboLink.com
PO Box 1532
Keller TX 76244-1532

Committee Use Only

YOUR REQUEST FOR FINAL RELEASE FROM THE ACC PROCESS HAS BEEN:

APPROVED **CONDITIONALLY APPROVED** **DISAPPROVED**

Comments or reasoning for disapproval: _____

Approval by ACC does not circumvent, modify or grant a variance from City, County, State or Federal building safety codes or ordinances.

Date ACC Authorized Representative

NOTE: This report is made on the basis of aesthetic considerations only and the ACC does not bear any responsibility for ensuring the structural integrity or soundness of approved construction, nor for ensuring compliance with building codes and other governmental requirements. Compliance with approved plans should not be construed as representing or guaranteeing that any item identified above is built in a good and workman like manner, free from defects.