

# SADDLE CREEK FOREST

## Architectural Review Board

### **New Home Project Submittal Application**

Prior to construction, all New Home Plans must be submitted to the Saddle Creek Forest Architectural Review Board (ARB) for review. It is the applicant's responsibility to ensure compliance with Saddle Creek Forest Deed Restrictions and Design Guidelines.

Only complete submittals will be reviewed, responses to requests for clarifications or missing information must be res-submitted in entirety upon resubmittal. Saddle Creek Forest ARB does not organize or manage incomplete submittal content.

A complete submittal is comprised of a combination of *Fees, Plans, Permits, Specifications and Material Samples*

The owner's builder will have responsibility for compliance with all governing codes and ordinances and must provide liability insurance to the ARB. The property owner is ultimately responsible for insuring the builder is in compliance.

**Each project will require a two-part submittal:**

#### **Application Fees:**

Each submittal will require all fees to be mailed to the Saddle Creek Forest POA.

Mail to:

**Saddle Creek Forest POA**

**c/o ARC Department**

11000 Corporate Center Dr. Ste. 150  
Houston, Texas 77041

#### **Completed Applications and Drawings:**

Each submittal will require all applications, drawings, sample images to be submitted electronically (email) to the Saddle Creek Forest ARB

Email to:

[toriarnette@browninspection.com](mailto:toriarnette@browninspection.com)

*The Saddle Creek Forest ARB no longer accepts physical drawings or material samples*

The Saddle Creek Forest Property Owners Association Management Company will validate all property owner submittals and their respective good standing with the community. All fees and assessments must be current prior to the submittal of any project. Upon successful submittal and subsequent review of each project, the owner will be notified of the review status.

The Saddle Creek Forest ARB will receive new projects and re-submittals on an "**on going**" basis schedule. According to the Saddle Creek Forest DCCRS, the ARB has (30) thirty days to review and respond to the property owner with either an **APPROVAL** notification or a **DENIAL** notification. Each notification will be sent electronically via email to the email address of the property owner indicated on the application.

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**Application Date** \_\_\_\_\_

**Owner Information**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_

State \_\_\_\_\_ Email \_\_\_\_\_

Zip \_\_\_\_\_ Other \_\_\_\_\_

**Saddle Creek Forest Project Location**

Street Address \_\_\_\_\_

Lot \_\_\_\_\_ Adjacent Lots Owned \_\_\_\_\_

Block \_\_\_\_\_

Section \_\_\_\_\_

Lot Setbacks and Easements

	<u>Front</u>	<u>Back</u>	<u>Right Side</u>	<u>Left Side</u>
Drainage	_____	_____	_____	_____
Utility	_____	_____	_____	_____

**Builder Information**

Name \_\_\_\_\_ Contact \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_

State \_\_\_\_\_ Email \_\_\_\_\_

Zip \_\_\_\_\_ Other \_\_\_\_\_

**Proposed Schedule**

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

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### Project Information

Project Description \_\_\_\_\_  
*(Example: new single family residence with 3-car garage)*

Total Living \_\_\_\_\_

1<sup>st</sup> Floor Living \_\_\_\_\_

2<sup>nd</sup> Floor Living \_\_\_\_\_

Total Covered Area \_\_\_\_\_

Garage/Stalls \_\_\_\_\_ Attached \_\_\_\_\_ Detached \_\_\_\_\_

### Project Details

#### Exterior Materials

Material	Type	Color	Coverage
<i>Example:</i>			
<b>Stone</b>	<i>Natural, full cut, limestone</i>	<i>Cream</i>	<i>80%</i>
<b>Siding</b>	<i>James hardi – cement lap board siding</i>	<i>Painted</i>	<i>20%</i>


#### Roofing

Roof Type \_\_\_\_\_ Mfg Color \_\_\_\_\_

#### Windows

Window Type \_\_\_\_\_ Frame Color \_\_\_\_\_

#### Culvert

Material Type \_\_\_\_\_ Size \_\_\_\_\_

#### Driveway

Material Type \_\_\_\_\_ Color \_\_\_\_\_

# SADDLE CREEK FOREST

## Architectural Review Board

County Permit Information

Issuing County \_\_\_\_\_ Permit \_\_\_\_\_

Name of Architect

Name \_\_\_\_\_ Contact \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_

State \_\_\_\_\_ Email \_\_\_\_\_

Zip \_\_\_\_\_ Other \_\_\_\_\_

Name of Engineer

Name \_\_\_\_\_ Contact \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_

State \_\_\_\_\_ Email \_\_\_\_\_

Zip \_\_\_\_\_ Other \_\_\_\_\_

Name of Sanitary Engineer

Name \_\_\_\_\_ Contact \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_

State \_\_\_\_\_ Email \_\_\_\_\_

Zip \_\_\_\_\_ Other \_\_\_\_\_

# SADDLE CREEK FOREST

## Architectural Review Board

### Final Review Checklist/Acknowledgement

**Homeowner Name:** \_\_\_\_\_

Once notified by the property owner and prior to occupancy, the Saddle Creek Forest ARB will review the site. In order for the owner to qualify for the return of the construction deposit, the ARB must perform a Final Review inspection for compliance.

The committee is looking for three general areas of compliance:

Only satisfactorily completed projects shall be eligible for  
Final Review and Construction Deposit refund

Lot(s): \_\_\_\_\_ Blk: \_\_\_\_\_ Section: \_\_\_\_\_ Address: \_\_\_\_\_

Owner acknowledgement signature: \_\_\_\_\_

#### **Checklist:**

1. Has the project been constructed as submitted and approved
  - Project is complete as submitted and approved
  - Driveway is installed
  - Culvert installed properly
  - All colors and materials are as approved
  - Portable toilet and trash dumpster has been removed
  - All construction support has been removed
  - All waste concrete has been removed
  - All builder signs have been removed
  - All signs of construction debris are gone and yard is clean
  - All structures, fences, recreational equipment and outbuildings are built as submitted
  - All decking, walkways, painting, landscaping and other items necessary to present an aesthetic condition on the lot.
2. Has the project been respectful of surroundings and kept neighboring properties clean and clear of debris
  - All signs of construction debris are gone
3. Has the construction process damaged or caused harm to any of the public areas of the Saddle Creek Forest Development ie roads, easements, culverts etc.
  - All roadways, easements are clean
  - No damage to ditches, roads, easements etc.

Approved Saddle Creek Forest ARB: \_\_\_\_\_ Date \_\_\_\_\_

# SADDLE CREEK FOREST

## Architectural Review Board

This document describes the fees associated with improvements to properties in Saddle Creek Forest that are subject to Architectural Review. They are effective beginning July 1, 2014.

### Category 1 – Site Clearing Only

- Defined as the clearing of a lot utilizing mechanical equipment (Bull Dozer, Backhoe, etc.)
- Burning of cleared vegetation is **NOT** allowed
- First Inspection done after Culvert, Temporary Driveway, and Silt Fencing are in place.
- Final inspection done by ARB or Association Management Company after lot is cleared and prior to return of Clean Site / Damage Deposit

### Category 2 – New Home Construction

- Defined as the construction of new residence (primary or secondary)
- Deposits and fees from Category 1 may be applied to Category 2 upon written request to ARB
- First inspection when notified by Contractor Foundation forms are in place prior to concrete pour
- Second Inspection when notified by Contractor new home is at the TRIM Stage
- Final inspection when notified by Contractor new home is complete and prior to return of Clean Site Deposit
- Burning of cleared vegetation is **NOT** allowed
- Other inspection will be scheduled at the discretion of the ARB or Inspector

### Category 3 – New Home Construction with Site Clearing

- Defined as the construction of new residence (primary or secondary) with Site Clearing
- First Inspection done after Culvert, Temporary Driveway, Silt Fencing, Portable Toilet and Builders Sign are in place.
- Second inspection when notified by Contractor forms are in place prior to concrete pour
- Third Inspection when notified by Contractor new home is at the TRIM Stage
- Final inspection when notified by Contractor new home is complete and prior to return of Clean Site Deposit
- Burning of cleared vegetation is **NOT** allowed
- Other inspection will be scheduled at the discretion of the ARB or Inspector

### Category 4 – Major Modifications or Additions to an Existing Structure

- Defined as changes to an existing structure that alters the footprint, elevation, foundation, roof or material of construction of the exterior of an existing home
- Addition of any structure, pool, landscaping or other improvements requiring the use of mechanized construction equipment
- Contribution to Reserve Fund for Road Maintenance can be waived upon request provided no concrete is poured or no mechanical equipment is utilized in the construction
- First inspection when notified by Contractor Foundation forms are in place prior to concrete pour
- Other inspection will be scheduled at the discretion of the architectural consultant

# SADDLE CREEK FOREST

## Architectural Review Board

### **Category 5 – Minor Modifications or Additions to an Existing Structure, Accessory Structures or other Improvements**

- Defined as changes to an existing structure that do not alter the footprint, elevation, foundation, roof or material of construction of the exterior of an existing home;
- Includes changes or improvements to the exterior of properties not covered by other categories
- Contribution to Reserve Fund for Road Maintenance waived
- Inspection requirements are handled by the ARB or Association Management Company. Architectural review fees are waived.
- Final Inspection done when property owner claims completion of project prior to refund of any deposit

# SADDLE CREEK FOREST

## Architectural Review Board

### Plan Review and Mandatory Inspection Fee Composition and Breakdown

*All Fees are due with Application Submittal*

	Site Clearing	New Home	New Home with Site Clearing	Major Modifications or Additions to Existing Home	Minor Modifications to Existing Home, Accessory Structures and Other Improvements
	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>	<u>Category 5</u>
Contribution to Reserve for Road Maintenance	\$200	\$800	\$800	\$400	\$0
Architectural Review Fees	\$100	\$500	\$500	\$500	\$0
Site Inspections Required	<b>1</b>	<b>12</b>	<b>14</b>	<b>2</b>	<b>0</b>
Site Inspection Cost	\$115	\$1,380	\$1,610	\$230	\$0
Total Fees (paid by property owner)	\$415	\$2,680	\$2,910	\$1,130	\$0
Clean Site / Damage Deposit (Refundable with penalties)	\$2,500	\$5,000	\$5,000	\$500	\$250
Total Due with Application	\$2,915	\$7,680	\$7,910	\$1,630	\$250

***Note: A processing fee of \$125.00 per occurrence will be charged to review any modifications to the approved construction project program or for re-inspection as required due to violations or changes. The process change fee applies to all project types.***

Owner acknowledgement signature: \_\_\_\_\_



# SADDLE CREEK FOREST

## Architectural Review Board

**Only complete submittals will be reviewed**

**Project Submittal Schedule: Category 2 – New Home Only  
 Category 3 – New Home with Site Clearing  
 Category 3 – Major Modification**

Submittal Schedule	Category 2	Category 3	Category 4	Mail to POA	Email to ARB
<b>New Home Application</b>	x	x	x	x	x
<b>Fees</b>	x	x	x	x	
<i>Plan Review Fee</i>	500	500	500		
<i>Site Inspections (each@ \$115.00)</i>	(12) 1,380	(14) 1,610	(2) 250		
<i>Contribution to Reserve for Road Maintenance</i>	800	800	400		
<i>Clean Site / Damage Deposit</i>	5000*	5000*	500*		
<b>Architectural Plan (pdf)</b>	x	x	x		x
All Elevations inclusive of Front, Rear and Side	x	x	x		
Floor Plans	x	x	x		
Site Plan inclusive of all setback dimensions, driveway and utilities and FF	x	x	x		
Schedule of total construction, total living and outdoor living	x	x	x		
<b>Engineered Foundation plan (pdf)</b>	x	x	x		x
All foundations including detached garages etc.	x	x	x		
Signed by registered professional engineer	x	x	x		
Soil test report	x	x	x		
<b>County Sanitary Sewer Design (pdf)</b>	x	x	x		x
Signed by registered county sanitary engineer	x	x	x		
Tank and spray head locations	x	x	x		
Dimensions from proposed pool and water well locations	x	x	x		
<b>Landscape Plan (pdf)</b>	x	x	x		x
Drainage plans	x	x	x		
Plant plans	x	x	x		
Hardscape plans	x	x	x		
<b>County Building Permit or Septic Permit (where applicable)</b>	x	x	x		x
<b>Exterior Material Selection samples (pictures/product references)</b>	x	x	x		
Exterior Feature Types and Colors	x	x	x		
i. Brick: Manufacturer and name (sample image)	x	x	x		x
ii. Stone: Manufacturer and name (sample image)	x	x	x		
iii. Stucco: Color, manufacturer and number or name (sample)	x	x	x		
iv. Trim: Color, manufacturer and number or name	x	x	x		
Windows: Type and Exterior Frame Color/Material	x	x	x		
Roofing: Manufacture and name (sample image or reference)	x	x	x		
Paving Material: Specifications of decorative paving and walkway	x	x	x		
Culvert: Specifications: Material and Size	x	x	x		
*Note: Deposit is refundable, less penalties if applicable					