

SADDLE CREEK FOREST

Architectural Review Board

New Home Project Application

Category 2 & 3

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 should be submitted via email to Brown's Inspection Service. Saddle Creek Forest ARB does not review incomplete submittal content.

A complete submittal is comprised of a combination of Fees, Plans, Permits, Specifications and Material Selections.

The owner's builder will have responsibility for compliance with all governing codes and ordinances. The property owner is ultimately responsible for ensuring the contractor 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. Be sure to include the project address in SCF.

Mail check to:

Saddle Creek Forest POA
c/o Principle Management Group
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 Brown's Inspection Service (BIS)

Email to:

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 completed review of each project, the owner will be notified of the review status.

The Saddle Creek Forest ARB will accept 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.

The fee schedule is intended to be for cost recovery only with the exception of the contribution to the Road Reserve Fund.

Associated Documents:

- Fee Schedule and Category Definitions
- Final Review Checklist/Acknowledgement

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Application Date _____

Property Owner Information

Name _____

Street _____

City _____ Phone _____

State _____ Email _____

Zip _____ Other _____

Saddle Creek Forest Project Location

Street Address _____

Section _____ Block _____ Lot _____

Adjacent Lots Owned: Y/N Section _____ Block _____ Lot(s) _____

Project Category (Choose one)

_____ **Category 2 – New Home Construction**

_____ **Category 3 – New Home Construction with Site Clearing**

Builder Information

Name _____ Contact _____

Street _____

City _____ Phone _____

State _____ Email _____

Zip _____ Other _____

Proposed Schedule

Duration of project from the date of approval: _____

SADDLE CREEK FOREST

Architectural Review Board

Name of Architect

Name _____
Street _____
City _____
State _____
Zip _____

Contact _____

Phone _____
Email _____
Other _____

Name of Engineer

Name _____
Street _____
City _____
State _____
Zip _____

Contact _____

Phone _____
Email _____
Other _____

Name of Sanitary Engineer

Name _____
Street _____
City _____
State _____
Zip _____

Contact _____

Phone _____
Email _____
Other _____

SADDLE CREEK FOREST

Architectural Review Board

Project Information

Project Description _____

(Example: new single-family residence with 3-car garage)

Total Living _____

1st Floor Living _____

2nd Floor Living _____

Total Covered Area _____

Garage/Stalls Total # _____ Attached # _____ Detached # _____

Project Details

Exterior Materials

Finish Description and Color including Color Number. *(Attach a sheet including manufacturer description, paint/stain colors, color photos, etc.)*

Siding _____

Stone _____

Brick _____

Stucco _____

Roofing _____

Gutters _____

Chimney _____

Windows _____

Entry Door _____

Other Doors _____

Garage Door(s) _____

Shutters _____

Patio/Deck _____

Driveway _____

Other _____

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Accessory Structures Included in Project

(Indicate specific locations on the **LOT SURVEY**. If a pool, provide pool equipment location and distance of septic spray heads to pool surface.)

- _____ Guest House
- _____ Storage Shed
- _____ Pool/Spa/Hot Tub
- _____ Barn
- _____ Fence/Gate
- _____ Playset
- _____ Other 1 _____
- _____ Other 2 _____

Attach a sheet with details, including materials and finish description, paint/stain color and color number, photos or manufacturer's drawings including dimensions, utilities such as water or electricity, etc.

Site Clearing (Category 3 only)

Lot Survey – Include a copy of the lot survey showing proposed placement of the culvert, temporary driveway, approximate area to be cleared, and silt fencing.

Culvert Size _____

(All lots shall have 18" diameter concrete drive culverts except as noted in the plot plans, October 2006, and also in the individual lot surveys, where size other than the default of 18" is noted.)

Temporary Driveway Material _____

Groundwork (Indicate any additional groundwork that is planned during clearing, such as grading, etc., which may affect drainage patterns or require additional consideration. Also complete the attached Drainage Impact Form which is required for all projects.) _____

County Permit Information

Septic County _____ Permit # _____

(A County building/development permit is required for any development located in the 100-year flood plain.)

Construction County _____ Permit # _____

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Project Submittal Requirements

1. General

- All applications complete and fees paid
- Signed copy of New Home Construction reminder
- Copy of security deposit check

2. Site Plans

- North arrow and scale indicated
- Setback lines shown
- Easement lines shown, including walking/riding easement
- Adjacent street names shown
- If replatted properties, include all documentation from counties approving replatting and from holders of easements modifying rights-of-way.
- Property lines shown with dimensions and bearings
- Location of all structures and other improvements on site
- Landscape plan (Landscape plan may be submitted after initial submittal, but no later than 30 days prior to occupancy)
- Location of hot tubs, in-ground pools & spas
- Details of proposed accessory structures, including but not limited to pools, hot tubs and fences, including descriptions, materials of construction and colors
- Proposed fences including style, height and materials of construction
- Location of in-ground or above ground propane tank
- Finished floor elevation of first floor and garage with reference to center line of street
- Topographic survey with existing topographic references shown, indicating current and proposed impacts to project construction

3. Architectural and Engineering Plans

- Plans, elevations, sections, electrical, details and finishes
- Square footage meets requirements: all homes must be a minimum of 2,200 sf, excluding porches and garages, one and a half or two story must have 1,400 sf on the ground floor excluding porches and garages
- Front, rear and two side elevations shown
- Exterior finish, including paint colors and shingle selections
- Garage location shown and meets requirements
- All exterior lighting shown

4. Foundation Plans

- Engineered foundation plans with details

5. Septic Plans

- County Permit and engineered septic plan with system design and spray fields indicated

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DRAINAGE IMPACT FORM

Some of the more significant requirements in the applicable CCRs are:

- Natural established drainage patterns shall not be impaired. Typically, the entry and exit flow patterns must be maintained. The ARB will review any exceptions to verify that adjacent lots are not detrimentally impacted.
- No structures are allowed on easements along roads and only limited improvements are allowed on other easements.
- All lots have drainage easements around the entire perimeter of the property. Refer to the Saddle Creek Forest CCRs and plat drawings for specific requirements.

Instructions:

1. This form must be completed by the homeowner and attached to every application submitted to the ARB.
2. Attach a markup(s) of the plot plan showing “BEFORE” drainage and “AFTER” drainage along all property lines. Use short arrows to designate the directions of flow, and
3. Complete the following statement with a checkmark for the applicable situation:

The planned improvement(s) will have:

- No impact on the drainage into or out of my property.**
 - Slight impact on the drainage into or out of my property.**
 - Significant impact on the drainage into or out of my property.**
 - Major impact on the drainage into or out of my property.**
4. If Significant or Major Impact is anticipated, a Drainage Plan must be included that describes in writing how drainage will be redirected, identifies any natural creek or water flow patterns already established on the lot, the impact of any change affecting neighboring properties including written permission from a neighbor if their property is to be accessed, and a detailed drainage drawing showing elevations, contours, swales, etc.
 5. Using text or hand-drawn pictures, describe any changes in the natural flow of rainwater that would result from the intended property improvement. Possible causes of such changes include, but are not limited to, blockage, redirection, concentration, etc. For example, if a cedar fence is planned to rest on the ground and would block natural flow, describe how this condition is being resolved.

Use a separate sheet for a sketch or text description.

Homeowner: _____

Date: _____

SADDLE CREEK FOREST

Architectural Review Board

I UNDERSTAND THAT THE ARCHITECTURAL REVIEW BOARD WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING OR VIA EMAIL REGARDING ITS DECISION.

IN AN EFFORT TO PROVIDE AND PROTECT EACH INDIVIDUAL HOMEOWNER'S RIGHTS AND PROPERTY VALUES, IT IS REQUIRED THAT EACH HOMEOWNER CONSIDERING IMPROVEMENT(S) ON THEIR PROPERTY, (Example: Exterior Paint, Patio/Gazebo/ Outdoor Kitchen, Fences, Sidewalks, Decks, Storage Sheds, Outbuildings, etc.) SUBMIT A HOME IMPROVEMENT REQUEST FORM TO THE ARCHITECTURAL REVIEW BOARD (ARB) FOR APPROVAL PRIOR TO INITIATING WORK ON PLANNED IMPROVEMENTS.

IF ANY CHANGE IS MADE THAT HAS NOT BEEN APPROVED, THE COMMITTEE HAS THE RIGHT TO HAVE THE HOMEOWNER REMOVE THE IMPROVEMENT FROM HIS PROPERTY.

HOMEOWNER IS ADVISED THAT THE COVENANTS, CONDITIONS AND RESTRICTIONS (CCRs) THAT ATTACH TO THE PROPERTY VEST THE APPROVAL AUTHORITY FOR ALL IMPROVEMENTS IN THE ESTABLISHED ARCHITECTURAL REVIEW BOARD. Such Approval shall be granted or withheld based on compliance with the provisions of the CCRs and promulgated ARB Guidelines for minimum acceptable construction standards, quality of materials, drainage, harmony of external design and color with existing and proposed structures in the subdivision, and location with respect to topography and finished grade elevation. Harmony and compatibility of an improvement considers whether it will be consistent with other preexisting improvements in the community in its architectural style, mass (size and form), proportion (relationship of height to width), scale (mass and proportion), and complimentary or similar use of materials, color and design details, as well as the location and impact of the proposed improvement on adjacent properties and location within the subdivision. The ARB in its deliberations will give due consideration to the homeowner's request in an effort to grant approval; yet the ARB will also give great consideration to the whole of the subdivision in an effort to preserve and protect each homeowner's property values.

I HAVE READ THE COMPLETE APPLICATION AND THE SPECIFIC NOTES ON THIS PAGE.

This application is an accurate and complete reflection of the improvement(s) planned for my property, and I agree to submit any modifications to my plans for approval.

Signed by:

Dated:

Print Name _____

RETURN REQUEST FORM TO:

Brown's Inspection

toriarnette@browninspection.com

469-535-3263