

CLEAR SPRINGS PARK PROPERTY OWNER'S ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE

NEW CONSTRUCTION CHECKLIST FOR EVALUATION AND APPROVAL PROCESS

Name(s) of Property Owner: \_\_\_\_\_

Construction Site Address: \_\_\_\_\_ Phase \_\_\_\_\_ Unit: \_\_\_\_\_ Lot No. \_\_\_\_\_

Property Owner Cell Phone \_\_\_\_\_ Alternate # \_\_\_\_\_

Property Owner Email addresses \_\_\_\_\_

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

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Planned start date - \_\_\_\_\_ Target date for completion - \_\_\_\_\_

Confirm deed restriction construction time period of 6 months is known by property owner and builder, discuss any projected delays.  Confirm copy of deed restrictions to property owner and builder with evaluation/approval checklist.  Notice to property owner and builder - Bexar County requires permits for land clearing, call 210-335-6700 for permit and information; for oak wilt prevention compliance, call 210-207-1111 for more information, <http://www.sanantonio.gov/DSD/Constructing/Tree.aspx>, Clear Springs Park is in the ETJ of the City of San Antonio.

**New Construction Project - Type of Structure (check all applicable):**

- Main House Residence
- Detached Garage
- Carport
- Workshop
- Swimming Pool
- Other \_\_\_\_\_
- Guest House
- Horse Barn
- Outbuilding/Shed
- Well/Pump House
- Fence

**Documents Submitted for Review:**

- Site drawing showing all setback measurements as well as location of the proposed construction project, all other existing structures, driveways, parking areas, septic system, sprayer heads, water well, water storage containers, or any other structures not listed
- Construction Plans including floor plan, porches, elevations, roof and exterior materials to be used
- Written explanations
- Photographs
- Septic System Permit with supporting documentation and site drawing

Water Well Permit with supporting documentation and site drawing with location of the well and water storage containers  
Other \_\_\_\_\_

**CONSTRUCTION PROJECT CHECKLIST – to be completed by builder; then used for review and approval by ACC**

**1. Plans for construction are within setbacks as described in Deeds Restrictions and Covenants:**

- Not nearer than 60 feet from the front line of the property  
 Not nearer than 20 feet from the sides of the property  
 For corner tracts, not nearer than 40 feet from the side along the street

**2. Plans for construction meet the 75% masonry requirement for building exteriors as noted in Deed Restrictions and Covenants.  Yes**

**3. External materials to be used and described in plans are:**

- Stucco  Rock  
 Hardy-Board  Other: \_\_\_\_\_  
 Brick \_\_\_\_\_  
 Combination of those checked Wood allowed only after 75% masonry requirement is met.

**4. The main residence square footage meets the requirement noted in the Deed Restrictions for the building site which is a minimum of \_\_\_\_\_sq. feet. This minimum excludes garage, carport, breezeway, and open porches.  Yes  No**

**5. House foundation structure and materials are concrete.  Yes  No  
Specify foundation materials for each structure type included in construction project – see above for structure type**

\_\_\_\_\_

**Variance Requested for any foundation? \_\_\_\_\_**

**6. Fence design will not detract from the property, will be maintained, and within setbacks?**

- Confirmed with Property Owner Fence material and design \_\_\_\_\_

**7. No temporary living quarters shall be erected or moved onto the construction site.**

- Confirmed with Property Owner/Builder

**8. Is the water well permit obtained from the State of Texas and site plan submitted?**

- Yes  No Copy of Water Well permit submitted? Yes or No

**9. Is the septic system permit obtained from Bexar County and site plan submitted?**

- Yes  No Copy of Septic System permit submitted? Yes or No

10. No structure is to be built or placed on the utility easement portions of the property. Setback building lines must be adhered to. [ ] Confirmed with Property Owner/Builder

11. If variance(s) requested, describe and give details: \_\_\_\_\_

\_\_\_\_\_

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I, \_\_\_\_\_ (property owner's full name printed), have read the CSPPOA deed restrictions and intent to comply fully with the specific restrictions for my property location. Initial \_\_\_\_\_

Secondly, I give full permission to my contracted builder to communicate with the CSPPOA Architectural Control Committee on my behalf concerning pre-construction and construction site plans, Bexar County and State of Texas permits, drawings, specifications, and otherwise all aspects of building my home. Initial \_\_\_\_\_

Signature of property owner(s) \_\_\_\_\_ Date \_\_\_\_\_

Builder' Representative submitting plans and designated contact for property owner,

Print name \_\_\_\_\_ Signature \_\_\_\_\_

Contact Telephone - \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

For CSPPOA Board concerning any variance request

If Variance(s) approved by CSPPOA Board of Directors: [ ] Yes [ ] No

Signature and Title of Board Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature and Title of Board Officer: \_\_\_\_\_ Date: \_\_\_\_\_

For ACC Documentation

ACC Member Working with Owner/Builder: \_\_\_\_\_

Date Review Initiated: \_\_\_\_\_ Date All Necessary Documents Submitted: \_\_\_\_\_

Date Project Approved: \_\_\_\_\_ Comments \_\_\_\_\_

**ACC NEW CONSTRUCTION APPROVAL OF CONSTRUCTION PROJECT(S):**

Approved? [ ] Yes [ ] No If not approved, give brief explanation: \_\_\_\_\_

Signature of 1<sup>st</sup> ACC Committee Member \_\_\_\_\_ Date \_\_\_\_\_

Signature of 2<sup>nd</sup> ACC Committee Member \_\_\_\_\_ Date \_\_\_\_\_

Signature of Board President \_\_\_\_\_ Date \_\_\_\_\_