

# **SPEAR'S RANCH ON SALADO CREEK** **ARCHITECTURAL CONTROL COMMITTEE** **DEVELOPMENT SEQUENCE GUIDE**

The ACC has created the following guide to assist in your preparation and timing required to develop improvements on your property and hopefully minimize potential delays in the review process due to incomplete submissions:

1. Site plan preparation – It is suggested that you plan your over all development of your lot to the greatest extent possible, i.e.: drive approach, residence, well house, septic leach field, outbuildings, pool, playscape, fencing & entrance structure, etc. If nothing is planned for improvements beyond drive approach, residence w/ attached or detached garage, septic system and well house, that is fine too. Just show what is planned and/or what is being submitted. Future improvements should be submitted on a REVISED site plan showing all existing improvements plus new improvement(s). Existing improvements are required to be on ALL subsequent submission site plans.

2. It is suggested that Williamson County and PEC be contacted at this point, to verify their requirements and viability of proposed electrical feed and septic system. Care should be taken if your property has flood plain, as minimum elevations of finished floor are required, in addition to required setbacks from the flood plain. There are currently instances in which PEC will be required to relocate existing services due to encroachment into the trail system and across neighbors' drive access. This is the primary reason your proposed power feed should be shown on your site plan.

3. Improvement plans (which include floor plan, roof plan and all elevations) for each proposed building including the well house (also an outbuilding), are required for submission. The approximate existing and finished grade lines at each elevation are required to verify that the 24" maximum exposed foundation is planned. Be sure that the required 75% masonry is based on total exterior wall area, including gables; not perimeter length. All exterior finishes must be noted on the elevations to coordinate with the finish samples; i.e.: "Trim shall be painted SW555 Tealeaf by Sherwin Williams or equal", "Siding shall be painted SW0123 Cream by Sherwin Williams or equal", "Roof shingles shall be Victorian Green (min. 235#) by Eagle or equal", etc. Have your architect or designer provide you with a set of full size pdf's for your submittal CD.

Prepare an 8 ½" X 11" Finish Sample Board (paper is fine) with Owner name and property address noted. Mount or attach a) a photo of proposed stone veneer pattern and color, b) paint chips of each proposed color with location noted (i.e.: trim or siding or porch columns, etc), c) a brochure photo of roofing clearly showing material & color or a brochure with the proposed color clearly indicated, and d) any separate brochures. Scan all into pdf's for your submittal CD.

Improvements such as playscapes, pool, tank/pond, fencing, etc. will typically require only a site plan plus a brochure, photo, scaled plan and/or detailed description of improvement. All will need to be pdf's or scanned into pdf's for your submittal CD.

4. Complete Driveway Approach Application and attach deposit check. Complete other applicable improvement application, including checklist attesting all items and information required is included on your plans and attachments. Please note that missing items may cause rejection of your submission or delay review until the missing items are received. Attach required submission fee.
5. Provide full size pdf's each of site plan and improvement plans, add finish sample board/brochures (pdf's) and package with the appropriate application(s) pdf's and place all on a CD labeled with the lot address & your name. Put CD and deposit/submission fee(s) in an envelope. Submit to any ACC Member.
6. You will be advised of approval or issues that need to be addressed within 30 days of COMPLETE submission via email or preferred contact info on your application(s).
7. The drive approach can be started anytime, but cannot be poured until the forms have been inspected and approved. As soon as the forms are ready, you or your contractor may call, text or email any ACC member to request an inspection. After placing the concrete, removing the forms and replacing the adjacent grade; call for a final inspection. Upon approval of completed approach, your deposit check will be returned.
8. Improvement construction can begin upon receipt of approval from the ACC. As soon as the building(s) is laid out, we suggest calling for your first inspection to confirm layout per approved site plan and that there are no setback issues (much harder to fix later). The ACC will confirm this inspection result in via email or preferred contact info. The second inspection should occur after masonry is in place, to verify requirements depending on building type. The ACC will confirm this inspection result via email or preferred contact info. Within five (5) days of completion of a building improvement (meaning all exterior finishes are done, including finish grading adjacent to the building), file a "Notice of Completion & Approval". This will trigger the final inspection to confirm the improvement was completed according to the approved submission. The ACC will confirm this inspection in writing and this improvement is considered done, whether or not the inside is finished.

When another outbuilding or improvement is approved, the inspection process and "Notice of Completion & Approval" is the same as above. There should be a "Notice of Completion & Approval" for each and every improvement on your property, even if all improvements were approved under one (1) application. Improvements, such as pool, fence, playscape, etc. only require a "Notice of Completion & approval" to confirm that the improvement is as submitted and approved. In the event that all or several approved improvements are completed at the same time, a single "Notice of Completion & Approval" listing all completed improvements is acceptable.