

Plan Review Application
Sierra West Architectural Review Committee (ARC)

Name/s (please type or print): _____

Address of proposed change: _____

What is the best way to contact you? Phone Email

Phone number or email address: _____

Please check the box that best describes the reason for review.

New Home Construction	Addition to existing home	Fence	Pool
Detached Building	New Exterior Paint Color	Shed	Rain Collection
Solar Panels	Other		

General description of proposed construction or change to property:

Estimated starting date: _____

Estimated completion date: _____

Owner(s) acknowledge they have read and will abide by the Sierra West POA Declaration of Covenants, Conditions and Restrictions (CCRs). See CCRs 2001, 2007, and current Legislation 2011 at sierrawestpoa.com

- Owner(s) understand that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 6 months following approval. Moreover, Owner(s) agree to honor any deadlines established by the Architectural Review Committee (ARC) for the completion of the proposed improvements referenced herein.
- Owner(s) agree to store construction materials only on their property, rather than in common areas, easements or street, to bear the cost of repairing any damaged caused to such areas and remove all unused materials from public view within 7 days following the completion of work.
- All applications will be reviewed by the ARC. Written responses to applicants will be sent within 14 day of receiving completed application packages. If application pages are incomplete or additional information is required another 7 day period may begin.

Owner(s) Signature: _____ Date: _____

Required Exhibits and Supporting Documentation

The supporting documentation listed below must accompany this application as applicable to proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Review Committee's 14-day review period will not commence until all required submissions have been provided.

- ___ 1. **Site Plan:** For any new structure (new home, fence, shed, pool, etc.), provide a detailed scale drawing (hand sketch is fine) of the lot showing easements construction setbacks, property lines, and existing structures, and the location of the proposed improvement.
- ___ 2. **Plans, Construction Drawings or Architectural Drawings** of New Home, Home Addition, Detached Building (e.g. guest house) and/or Pool. (2 copies required)
- ___ 3. **New homes:** Please provide the livable square footage (usually found on plans).
- ___ 4. **Roof Material:** Provide a picture and description of roof material. If metal roof material is being used make sure it is non-reflective.
- ___ 5. **Exterior Materials:** Provide description of type of material being used on structure. It may be easiest to note this on plans/drawings.
- ___ 6. **Paint:** Provide paint samples or pictures of proposed color. Include colors for all trim and other portions of structure.
- ___ 7. **Septic System:** Show location of septic tank and field lines. This can be sketched on survey or form survey.
- ___ 8. **LP Tank (if applicable):** Show location of propane tank and describe if it will be in ground or above ground. If above ground, describe the material used to conceal the tank from view (SEE item 14).
- ___ 9. **Driveway:** Describe location of driveway, including width and materials being used.
- ___ 10. **Mailbox:** Include the masonry mailbox description, location, materials, color and size along with house plans to the Architectural Review Committee.
- ___ 11. **Fence:** Provide a picture of the proposed fence. Describe the material being used and provide a site plan (SEE item 1 above). Please see: [Evaluation Guidelines for Fencing](#) or go to the [Sierra West](#) website for complete details.
- ___ 12. **Shed:** Provide a picture (photograph/drawing) of the proposed shed and provide a site plan (SEE item 1 above). Describe the material being used; including paint, shingles, etc.
 - Construction must be of, at least, Hardiplank on all four sides.
 - The roof must be shingled with material matching in color and quality to the existing home.
 - Paint color either must match home or be of a color that matches the natural surroundings. Please see: [Evaluation Guidelines for Storage Sheds](#) or go to the [Sierra West](#) website for complete details.
- ___ 13. **Solar Panels:** A copy of the existing site plan (SEE item 1) showing the house and any accessory structures, significant vegetation, property lines and the location of the proposed solar panels and description of any visible auxiliary equipment.
 - If mounted on the roof, detailed drawings showing how the panels would be mounted in relationship with the roofline and the slope of the roof.
 - For ground mounted panels, your plans for screening the equipment.
 - Photographs of all components including dimensions, colors, materials, etc.

- Written approval from adjoining owners may be required. Please see: [Evaluation Guidelines for Solar Panels](#) (click to follow link) or go to the [Sierra West](#) website for complete details.

____ 14. **Rain Collection:** Include a photograph of the rain barrel or tank, including dimensions, material and color.

- Provide a site plan (SEE item 1) along with a plan for screening (SEE item 15) by indicating the type and location existing of vegetation and other proposed screening material.
Please see: [Evaluation Guidelines for Rain Barrels](#) (click to follow link) or go to the [Sierra West](#) website for complete details.

____ 15. **Screening: Equipment, sheds, etc.:** A copy of the existing site plan (SEE item 1) showing the house and any accessory structures, significant vegetation, property lines and the location of the proposed screens,

- A photograph of the location for the proposed screen and what it is screening,
- Detailed dimensions, material, color and construction, etc.,
- If using vegetation as a screen, a planting plan indicating the type, location and schedule for planting.
Please see: [Evaluation Guidelines for Peripheral Equipment Screening](#) (click to follow link) or go to the Sierra West website for complete details.

____ 16. **Variance Request to Sierra West Declarations:** If you have a variance request, please complete the [Variance Request form](#) (Also located under pdf documents at [sierrawestpoa.com](#)).

Owner(s) initials: _____

Notes: Please read and initial

- A. Nothing contained herein shall be construed to represent those alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of Hays County, to which the property is subject to. Further, nothing contained herein shall be construed as a waiver or modification of said restrictions.
- B. Where required, appropriate building permits shall be obtained from Hays County prior to the commencement of construction. Nothing contained herein shall be construed as a waiver of said requirement.
- C. A pre-pour survey may be required for structures placed close to an easement, setback, or property line to ensure against encroachment.
- D. Owner(s) understand and agrees that no work on this request will commence until written approval has been obtained from the Sierra West POA Neighborhood Association.
- E. Owner(s) further understand and agree that any exterior alterations undertaken before written approval is obtained is not permitted and the Owner(s) may be required to restore the property to its former condition at the Owner(s)' expense if such alterations are made and subsequently disapproved in whole or in part. Further, Owner(s) understand that any legal expense associated therewith may be the responsibility of the Owner(s).
- F. Owner(s) agree and grants express permission to the Architectural Review Committee to enter the Owner(s)' property at a reasonable time to inspect the project, during and after construction.
- G. Owner(s) understand that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications of said alterations.

Owner(s) Initials: _____

Application Submittal

Fees: Fifty dollars (\$50) payable to **Sierra West POA** for New Home, Home Addition, Detached Building (e.g. guest house, etc.) and/or Pool. There is NO fee for all other construction or improvements.

- Owner(s) must sign this application and initial they have read and agree to requirements of the **Supporting Documentation** and **Notes** contained within this application. Owner(s) may request a meeting with ARC. Please send the request via email. For all other questions please submit them through email as well.
- Mail or email **one (1) signed and initialed copy** of this application along with supporting documents to the ARC at the address below. Do not include original documents as they will not be returned. All pages must be legible copies. Faxes are not acceptable.
- For new home construction or addition, include **two (2) copies** of plans/drawings. **Fold plans when mailing.**

Email address: arc@sierrawestpoa.com

Mailing Address:
Sierra West ARC
377 Barberry Park
Driftwood, TX 78619

APPLICATION REVIEW RESULTS

- Action taken (check one): Approved
 Not Approved
 Approved as noted (see comments)
 Additional information required (see comments)

Reviewed by the following Architectural Review Committee Members:

_____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____

COMMENTS/REQUIREMENTS AS NOTED FOR APPROVAL

Comments from committee review: _____