

MPRC HOLLY OAKS HOMEOWNERS' ASSOCIATION

ARCHITECTURAL CONTROL SUBMITTAL

(Plans can be submitted Monday through Friday 8:30 a.m. to 5:30 p.m. to MPRC Holly Oaks Homeowners Association @James Shelton, 3 Holly Crossing, Belton, Texas 76513)

Date Received: _____

Legal Description: _____ Owner: _____

Street Address: _____ Address: _____

Square Footage (total conditioned area): _____

_____ Phone: _____

Architect/Designer: _____ Builder: _____

Address: _____ Address: _____

Phone: _____

Phone: _____(Work)

_____ (Mobile)

_____ (Fax)

Applicant Signature: _____

Plan Submittal Checklist

A complete application package contains the following:

- I. Site Plan (Two Copies)—site plan at 1"=10' minimum:
 - _____ All property lines, easements, building lines (including decks, patios, all improvements), North arrow
 - _____ Topo required showing existing contours
 - _____ Setbacks
 - _____ Easements and encroachments
 - _____ Dimensions from proposed structure to property lines
 - _____ Utility locations and proposed trench lines

- _____ Drainage plan
- _____ Proposed drives, walks, and any other flatwork or improvements
- _____ HVAC units location and appropriate screening
- _____ Location of utility boxes and meters
- _____ Written description of post development drainage patterns or grading plan
- _____ Silt fencing location
- _____ Dumpster location
- _____ Port-a-let location

II. Architectural Plans (Two Copies)—(All plans for custom sections must be site specific—No “Mass Production” drawings accepted):

- _____ 1/4” scale—driveway, sidewalks, patios, covered porches, decks, tree survey
- _____ Square footage calculations of conditioned area on each level
- _____ Minimum four elevations (front, rear, left, right) with grade shown
- _____ Clearly marked exterior materials
- _____ Exterior must be 75% masonry designated by architect plans.
- _____ Fencing (design and color included)
- _____ Roof pitches indicated
- _____ Building height measured per appropriate deed restrictions

III. Material Samples—Sample Board/File (All samples must be attached securely inside of a manila folder):

- _____ Exterior paint—color samples (chips)—no larger than 4”x4”
- _____ All exterior colors of trim, accents, and stucco walls must be designated on all plans and elevations. Sample paint chips must be no larger than 4”x4”.
- _____ Brick or stone—small sample or small samples if multi-color—no larger than 4”x4” or photograph with description (Acme brick style #)
- _____ Roofing material and color, including documentation of weight and warranty—*copy of brochure not entire sample panel*—small sample 4”x4”. Photograph is acceptable.

IV. Landscape Plans (Two Copies):

- _____ Size, type and location of all landscaping plants or materials—engineering plans will be required as necessary.
- _____ Location, materials and elevations of any proposed retaining walls
- _____ Location and materials of any proposed fencing

All other site improvements such as pool, fountains; spas; fences; playscapes; etc. not on original plans with complete details must be submitted for approval.

A complete application package contains the following documents:

- Site/Construction Plan (1” = 10’ minimum)
- Floor Plans (1/4” = 1’0”)
- Roof Plan (1/4” = 1’0”)
- Exterior Elevations and Details (1/4” = 1’0” minimum)
- Sample Board with Exterior Colors

The Architectural Control Committee will approve or disapprove all plans and requests within thirty (30) days after submission. In the event the Architectural Control Committee fails to take any action within thirty (30) days after requests have been submitted, approval will be presumed, and this procedure will be deemed to have been fully complied with.