

# Creekview Landing Architectural Control Committee

## Build Request Application

A COPY OF ALL PAGES OF THIS APPLICATION MUST BE RETURNED WITH YOUR PLANS, ATTACHED CHECKS AND SAMPLES OR PICTURES - BEFORE YOUR PLANS WILL BE REVIEWED BY THE ARCHITECTURAL CONTROL COMMITTEE.

**AFTER REVIEW OF YOUR PLANS, THE ACC MEMBER ASSIGNED AS THE LEAD REPRESENTATIVE ON YOUR HOME WILL CONTACT YOU TO SCHEDULE A MANDATORY MEETING WITH YOU AND YOUR BUILDER TO REVIEW ALL BUILDING REQUIREMENTS BEFORE ANY CONSTRUCTION MAY BEGIN.**

**The ACC will make every effort to review and reply to your Application in a timely manner. This could take upwards of 30 days from receipt of your plans and application. Regardless, you MUST receive approval from the ACC to proceed forward.**

### PLAN REVIEW PROCESS

All site or building construction, alterations or additions thereto, requires approval in writing from the Architectural Control Committee (ACC) **prior** to construction or lot preparation work. Trees and underbrush are not included in this requirement, but care should be taken to preserve as many of the hardwood trees as possible on each Lot within Creekview Landing. The use of any "construction" equipment or anything else that could alter the current topography of the property (e.g. the natural swale along the street) is prohibited prior to obtaining a Build Approval.

Samples submitted to the Architectural Control Committee will not be returned. A single copy of the blueprints will be marked either "Approved" or "Not Approved" w/attachments as to what needs to be adjusted in order to obtain an approval.

#### **The Build Request Application requirements are as follows:**

1. All sections of this document must be completed. In addition all permits must be in effect at the time of construction.
2. The ACC lead representative for your home will contact you to schedule a **mandatory** meeting with all owner(s), builder(s) and the ACC in order to review the aspect of the building process as required in the Creekview Landing deed restrictions. During this meeting all choices, the deed restrictions, your required permits and all building essential elements will be examined and discussed as how they pertain to your home. A letter to confirm your appointment along with the ACC checklist used to track your building process will be sent to you from your ACC representative. Please make sure you and your builder have submitted all the necessary documents prior to this meeting. Construction or any Lot Preparation work may not begin until after this meeting and after receiving written approval.
3. The ACC understands that some choices may yet to be determined. However **the ACC must approve all choices** that will affect the exterior view and quality of the home. With this in mind, the ACC allows for certain/select future choices to be supplied at a later date, once they are determined. Until all of these future choices are approved by the ACC, the Build Request Application will NOT be considered complete and the construction deposit will not be returned. This application form includes all specific items and specifications that are required before construction can begin.

The "**Build Request Application Addendum**" document can be used for specifying these future choices, however to expedite the completion of the Build Request Application and to facilitate a timely delivery of any Construction deposit money that will be returned to the Homeowner, if these choices are known at time of this application, it should be completed and included at the same time.

**Later submission of this addendum does NOT require an additional application fee.**

4. It is the owners' responsibility to determine all easements and setbacks that exist upon their property.
  - Show all setbacks and easements in the submitted site plan.
  - No construction should occur within the utility, drainage or setback easements under any circumstances unless approved by the ACC.
  - No fencing within any easements will be permitted without ACC approval
  
5. Once plans for construction of a residence has been submitted to the ACC, the mandatory meeting with owners and builder has taken place and approval has been given, if you choose not to begin construction within 6 months of the date of the approval, then you will be required to re-submit your request to build and must be re-approved by the ACC before construction may begin. There will be no additional fees incurred for re-submittal and this provision does not in any way limit or otherwise restrict current provisions in the CC&R's which allow for an unlimited time frame for building at the property owner's discretion.
  
6. If construction is not completed after plans have been approved, within twelve (12) months, an extension will need to be obtained, provided no changes have been made to the original design. If any changes have been made to the original design, the Build Request Application will have to be resubmitted to the ACC for approval and a meeting with the owners and builder must take place. If for some reason not all construction originally submitted is completed, then an Improvement application must be submitted before construction can begin.
  
7. The Architectural Control Committee has 30-days from final submittal of plans and permits to them in order to decide upon, approve the plans, schedule a meeting with the owners and builder and authorize commencement of construction or to give the Owner/Builder a list of things that must be corrected in order to obtain approval..
  
8. All maintenance assessments and any other fees due to the Creekview Property Owners Association must be paid in full AND all application and builder deposits must be paid before construction begins.
  
9. All improvements, modifications, and alterations require ACC approval. This covers new construction as well as, but not limited to, additions, fences, porches, storage buildings, pools, gazebos, children's play areas, greenhouses or any other building on the Lot and changes in house colors or roof colors.
  
10. All roads within Creekview Landing are public but must be treated with care when construction trucks and equipment are present.
  - **Any damage to the culverts or easements caused during the construction of the home or other type of construction will be the financial responsibility of the Builder and Owner to repair.**
  - The cost to repair such road or culvert will come first out of the deposit and any balances owed will be the responsibility of the Owner and a lien will be placed on the property.

# RESIDENTIAL PLAN STANDARDS

All plans and specifications should be drawn in a professional manner. An architect or designer is not required, but are strongly recommended for generally better design results. A certified engineer must be used for foundations.

## Our plan standards are as follows:

**1. Site / Plat Plan(s)** - A site plan to show the dimensions of lot, distance from house to all four (4) lot lines and must show all building setbacks. All exterior dimensions must be shown. Indicate where the propane tank is to be buried and where septic system will be installed. Include type of aerobic system to be installed whether drip system or sprinkler system and setback specifications from property lines

**2. Survey** - Provide a current survey for new home construction. *Please note, After receiving ACC Build Request Approval, you will be required to submit a subsequent "Form Survey" and have that specific document approved before you are allowed to perform an actual "Pour". This allows the ACC to review the actual placement of your planned structures to ensure compliance with all setback and lot-line requirements. Please allow at least 48 hours for this specific approval during your construction process.*

**3. Floor Plan(s)** - A floor plan to show the dimensions and location of all rooms, patios, balconies, garages, driveways, septic system location, septic system tank drain fields, propane tanks, walks, fences, flower beds, pilasters, any and all outbuildings and structures at each level.

You must also include window sizes and locations, electrical schematics, gas and plumbing schematics and fixtures, electronic wiring for smart house system, interior sprinkler system schematics, yard sprinkler system plan, lighting on the house, landscape lighting, play areas, gazebos, greenhouses, decking and any other improvement to the lot must also be shown. Draft at an architectural scale (1/4" = 1'0").

**4. Elevations** - An elevation of each side (4) is required to show exterior materials, floor and slab heights and roof slopes. Draft at an architectural scale (1/4" = 1'-0").

**5. Specifications** - List all specifications relating to slab design, structural framing, and plate heights,

**6. Appearance Specifications** - Quality, colors, styles and examples of ALL exterior and roofing materials and culvert material, design and size of driveway. Please provide appropriate samples or pictures.

**7. Landscape Plan** - Indicate areas designated to remain natural and areas to be landscaped. Please include all improvement designs.

**8. Fencing Plan** - Indicate areas designated for fencing and composition of fencing materials. Include plans for entrance gates if planned and location and materials for gates. Also include where gate opener mechanisms will be placed.

**9. Retaining Wall Plan** - Indicate area where retaining wall will be constructed, materials to be used, height of wall, engineering plan if over 4 feet in height and setback specifications. Approval from the ACC is needed prior to construction.

**10. Basis of Approval** - Approval of plans and specifications will be based, among other things, on adequacy of site dimensions, structural design, conformity and harmony with external design or the neighborhood and of location with neighboring structures and sites and conformity to both the specific and general intent of the restrictions. All plans will be reviewed in a timely manner and a letter of the Committees decision will be sent to the name and address on the Build Request Application.

# **BUILDER, CONTRACTOR, AND OWNER CONSTRUCTION REQUIREMENTS**

1. Beginning September 1, 2008, the State requires that inspections on all new home construction and remodeling projects in unincorporated areas is now the responsibility of the builder to insure that the inspections are completed as required and reported to the TRCC in Austin.

**In order to maintain continuity and uniformity for every builder and homeowner due to the individual custom builders in the addition, the ACC and the Property Owner's Association (POA) Board has selected Bureau Veritas as the inspection company recommended for use in Creekview Landing.**

If any builder wishes to use another inspector, that inspector **must be approved by the ACC prior to construction beginning on the house**

Their contact information is: Bureau Veritas  
1000 Jupiter Road - Suite 800  
Plano, TX 75074.  
469-241-1834 or 800-906-7199

2. The current building codes as adopted by the City of McKinney and/or Collin County will be the standard by which all construction, that takes place in Creekview Landing, must comply.

3. Each Builder must provide the ACC with proof of insurance (cover sheet will be sufficient) on the structure under construction within ten (10) days of foundation forms being set. The actual Pour cannot start until this form is received.

4. The burning of brush, trees, or construction materials will be allowed on site only.

**No unattended fires are allowed and if fires are left unattended then a fine will be incurred.**

Contact the local Fire Marshall for current burn bans. There will be no burning allowed during dry seasons or high winds. Violations will be reported to the Fire Marshall who will assess fines. All debris from clearing must be removed before construction starts.

5. The work site needs to be kept clean. The contractor is to insure all trash and debris is removed at all times during construction and not more than 5 days after the completion of each phase of the construction. A trash bin/fence must be placed on your property prior to the start of construction. Any food and meal related trash is to be removed daily to reduce the nuisance animal problem.

6. Contractors and/or owner are responsible for keeping mud, dirt, etc. off the roadway. Installation of a culvert and suitable construction entry must be complete prior to the start of any site work or construction on the dwelling.

**Contractors will be responsible for repair to any streets, shoulders or easements damaged during the course of construction.**

No dumping or burning of debris is allowed in the road right of way.

7. One portable toilet is required for each construction site requiring more than seven (7) days construction. Placement of the portable toilet is **not** allowed in the road right of way or utility easement.

8. Observe all posted speed limits and other signage.

9. No dumping or cleaning of cement trucks is allowed in the drainage ditches of the subdivision. Contractor must designate a location on site for cleanout. This site must be cleaned within 48-hours. *The site should NOT be in the culverts along the street.*

10. Design of roadside drainage ditches must not be altered. The required culvert sizes are available on the POA website. All final driveway culverts shall be installed with the flow line level with the final grade of the ditch, shall be made of concrete with masonry headwalls that match the main dwelling, and shall otherwise comply with the requirements of Collin County. Residents shall install driveway culverts **of twenty (20) feet in length and of the diameter according to sizes and specifications determined by Collin County.** (The required culvert sizes are available on the POA website.) The temporary culvert and construction driveway must be installed and properly covered **before** site preparation and construction begins.

11. A temporary drive must extend one-hundred (100') foot from the road or to the foundation pad, whichever is shorter and a temporary culvert crossing that meets the Collin County requirements and a permit for the culvert must be installed so as not to damage the drainage culvert.

12. Contractors/Owners are asked to provide parking areas on site for all workers and visitors as blocking of the roadway and damaging the right of way or the drainage ditches is not permitted. Parking on the roadway should be kept to a minimum at all times.

13. Notify all contractors that they are driving on private streets and will be held responsible for damages

14. Contractors must install underground electric service lines, prior to the start of construction, from the transformer or source of feed to the meter location or electrical distribution center on said lot as soon as electricity is available. An Automatic variance will be granted allowing an overhead line to be run up to 30 feet to a temporary service pole.

15. The Builder/Owner will be notified of any fines levied and required to make payment of any fines within 30 days of notice of such fine or construction may be stopped until said fines are paid and additional penalties will be imposed.

## **INSPECTION PROCESS**

**1. Site Inspections:** Stake building corners and mark with engineering tape. The builder/owner must satisfy the ACC that improvements are accurately located in accordance with the approved plans and that encroachments are not to occur.

- Designate trees to be removed as well as any grading or other alterations to the topography and or drainage of the lot.
- Tree removal should be in building area only; other trees removed outside of build area must be approved. Violations of this will result in a Temporary Restraining Order.

**2. Forms Inspection:** The builder/owner must satisfy the Committee that improvements are accurately located in accordance with the approved plans and that encroachments are not to occur. The survey must be given to the ACC before the slab is poured and must show the home and driveway location.

**3. Periodic Inspection:** Inspections are performed by the Committee to assure compliance of utility easement, drainage easements, flowage easements, set backs, all building requirements such as disposal of debris, burning of debris and all other requirements made on the builder/owner by the ACC.

**4. Final Inspection:** Prior to occupancy, the ACC will review the site after completion of construction. Included are decking, pools, walkways, painting, outbuildings, landscaping and other items necessary to present an aesthetic condition on the lot.

**5. Red Tag:** If for any reason a structure is deemed not to be in compliance with approved plans, a red tag will be placed on the site. This red tag will require the cessation of construction until the item(s) listed on the tag are completed properly and the ACC has approved the continuation of construction.

**FAILURE TO COMPLY WITH A RED TAG WILL INCUR A FINE AND POSSIBLE LEGAL ACTION.**

**Other permits or approvals may be required from City, County, or other Governmental entities. It is the responsibility of the owner to obtain all required approvals.**

## **NEW CONSTRUCTION DEPOSIT and Fees:**

Construction Deposit: \$1,000.00

Review Fee - \$75.00. This fee is non refundable. Proceeds go into the general POA account for use in normal expenses.

Total Construction Deposit: \$1,075.00 --- \$1,000.00 is refundable less any fines or violation costs.

**Assuming no fines or damage fees are assessed, the Construction Deposit will be refunded after, and only upon receiving the Complete Build Request Approval, to include any and all "Future Choices" as may be specified on the Build Request Addendum.**

**SEE "ACC Construction Deposit & Refund Process" for a full description of the procedure necessary to obtain a refund.**

## **IMPROVEMENTS APPLICATION FEES:**

Pools, Outbuilding, Fencing, Landscaping or any other construction after the primary residence is approved: \$300 Deposit - refundable if no fines or violations.

**STARTING ANY CONSTRUCTION BEFORE APPROVAL AND/OR NON-COMPLIANCE OF COVENANTS AND DEED RESTRICTIONS WILL BE SUBJECT TO FINES AND POSSIBLE LIENS ON THE PROPERTY.**

**OWNER / APPLICANT INFORMATION**

Date of Application request \_\_\_\_\_

Proposed Start Date \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

Owner:

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

Phone (H) \_\_\_\_\_ (O) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Address of Lot (if known) or Lot/block: \_\_\_\_\_

Builder:

Builder's Name/Company \_\_\_\_\_

Builder's TRCC Builder Registration Number \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address \_\_\_\_\_

Cell No.: \_\_\_\_\_

Who should be contacted for issues concerning the house (builder or owner)? \_\_\_\_\_

Do you want to be contacted if unauthorized activity is observed? \_\_\_\_\_

Who should be contacted for unauthorized activity? \_\_\_\_\_

As a convenience to the future homeowners of Creekview Landing, and in an effort to maintain uniformity with respect to the application of building code and due to the individual custom builders in the addition, the ACC and the Property Owner's Association (POA) Board would like to recommend **Bureau Veritas** as the inspection company of choice for the entire addition. You are encouraged to utilize Bureau Veritas for your inspection needs but if an Inspector or a Company other than Bureau Veritas is used, you must complete the following information and submit the company or individual for approval **prior** to beginning construction on the home.

Inspection Company/Individual to be used: \_\_\_\_\_

Inspection Company/Individual's address: \_\_\_\_\_

Inspection Company/Individual's phone number: \_\_\_\_\_

Inspection Company/Individual's TRCC Inspection Credentials: \_\_\_\_\_

Inspection Company/Individual's Email address: \_\_\_\_\_

# **HOME DESIGN / PLAN INFORMATION**

## **REQUIRED ATTACHED / SUPPLIED DOCUMENTS:**

**(All Items and documents are required, use check boxes to confirm each is provided)**

- Deposit Check(s) for Construction
  
- Site / Plat plans to include:
  - All Structure Locations
  - Driveways and Aprons
  - Location of Buried Propane Tank
  - Location of Buried Septic System
  - Location of Retaining Walls
  - Show the building set back lines for all structures being built:
    - Main Home Structure: (Sides, Front and Back)
    - Detached Garage(s), Workshop or Guest House: (Sides, Front and Back)
    - Show easements that affect the lot: (Utility, Drainage)
  
- Required Official Documents:
  - Septic System Permit Application from the Collin County Health Dept.
  - Culvert Permit from Collin County Roads Dept.
  - Certified Engineer Stamped Foundation Plan
  - Copy of Insurance Policy on Construction
  - A "Form" Survey is required before pour of slab
  - Certified Aerobic System Plan showing spray head locations etc.
  
- Detailed Floor Plans to include:
  - AC Square Footage by floor: (First, Second, Third or Basement and all Outbuildings)
  - Non AC Square Footage by Floor (First, Second, Garages and all Outbuildings)
  - Garages and Shops (Attached, Detached and Outbuildings)
  - Principle Plate Heights: (All floors and Garages and all Outbuildings)
  - All Items that will later have Roof Penetrations (Locations)  
Although not required, it is preferred and encouraged that any roof penetrations be on the rear of the roof line to eliminate it from being viewable from the street.
  - Location of all Outside / Exterior apparatus to include:
    - Air Conditioning Equipment
    - Instant Water Heaters
    - Propane Gas Meter
    - Electric Utility Meter
    - Exterior Lighting
  
- Elevations for All structures and Buildings (All sides) to include:
  - Shutters
  - All Roof Pitches
  - Chimney Flue Locations and Materials (e.g. Brick, Stone, Stucco, etc.)
  - Exterior Materials (e.g. Brick, Stone, Stucco, etc.)

## **ADDITIONAL REQUIREMENTS BEFORE CONSTRUCTION CAN BEGIN:**

- Portable Toilet
  
- Temporary Culvert and Temporary Drive
  
- Trash Container
  
- Concrete clean-out location – (on the property and not in the culvert)

# ACKNOWLEDGMENT

By signing below, the applicant authorizes the Architectural Control Committee to enter upon and inspect the Property during reasonable hours for the purpose of ascertaining whether said Lot and structure thereon are in compliance with the Restrictions and the approved plans and specifications.

The Architectural Control Committee will not be deemed to have committed a trespass by reason of such entry or inspection.

The Builder/Owner agrees and understands that approval of plans and specifications by the Architectural Control Committee will not be relied upon by any person or entity as to the sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements.

Neither the Architectural Control Committee, Creekview Landing Property Owners Association, TSG Land Inc., nor any of their respective members, officers, directors, shareholders, employees, or agents will be liable because of the approval or non-approval of any improvements.

There should be a final meeting between the Builder, the Owner and the ACC scheduled after completion of the home to ensure the exterior of the home meets all deed restrictions and requirements.

By signing below, the Owner/applicant and the Builder have acknowledged receipt of copies of the Creekview Landing Covenants and Deed Restrictions, the Creekview Landing Property Owners Association By-Laws and the Creekview Landing Architectural Control Committee Guidelines for submission and final approval in order to begin construction on the Lots. I (we) also acknowledge that the builder has been informed of culvert specifications and guidelines as outlined in the Deed Restrictions. I (we) have released the Builder to answer construction questions that the ACC may need to ask during the building process and that this in no way is construed as violating privacy.

Signatures below further agree to comply completely with the Creekview Landings Covenants and Deed Restrictions and the specified process of submission of samples and the questionnaire , fees and required approval for construction with the timeline restrictions as set forth by the Creekview Landing Architectural Control Committee. It further implies acceptance that the process is in some instances a purely subjective interpretation of the restrictions and decisions are made in order to benefit all Owners by the ACC.

The Builder/Owner agrees and understands that approval of plans and specifications by the Architectural Control Committee will not be relied upon by any person or entity as to the sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements.

Neither the Architectural Control Committee, Creekview Landing Property Owners Association, TSG Land Inc., nor any of their respective members, officers, directors, shareholders, employees, or agents will be liable because of the approval or non-approval of any improvement.

_____	_____
Owner	Date
_____	_____
Owner	Date
_____	_____
Builder	Date
_____	_____
ACC Representative	Date

**(FOR ARCHITECTURAL COMMITTEE USE)**  
**PLAN REVIEW**

Date of Submittal of Plans: \_\_\_\_\_

Date/Time of Initial Meeting: \_\_\_\_\_

Date/Time of Follow-up Meeting: \_\_\_\_\_

Deposits for Construction:

Cash \_\_\_\_\_ Check # \_\_\_\_\_ \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Received by: \_\_\_\_\_

**LOT INFORMATION**

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

HOUSE / GARAGE \_\_\_\_\_ BARN \_\_\_\_\_ GUEST HOME \_\_\_\_\_

FENCE \_\_\_\_\_ POOL \_\_\_\_\_ SATELLITE DISH \_\_\_\_\_ DOG PEN \_\_\_\_\_ OTHER \_\_\_\_\_

**Architectural Control Committee**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING / IMPROVEMENT INSPECTIONS**

Site Inspection/Forms Survey dated: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Site Inspection dated: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Site Inspection dated: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Site Inspection dated: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Site Inspection dated: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Site Inspection dated: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Site Inspection dated: \_\_\_\_\_ Reviewed: \_\_\_\_\_

**NOTES:**