

Country Club Estates Homeowners' Association
Architectural Control Committee
Owner's/Builder's Accessory Building Proposal

Dear Owner/Builder:

You have expressed an interest in adding or modifying an accessory building to your property. As you are aware, Country Club Estates subdivision is a restricted community subject to a Declaration of Covenants, Conditions, and Restrictions (CC&Rs) filed with the Guadalupe County Clerks' Office. Please be sure you have read these restrictions thoroughly, as you are required to comply with all of the restrictions. This proposal is **not** intended to be a substitute for the CC&Rs.

Prior to beginning any construction or making any changes, you need to provide the Architectural Control Committee (ACC) of the homeowners' association with the following information. The ACC will use this information to determine whether or not to approve your proposal. As required by the CC&Rs, written approval must be obtained from the ACC **prior** to beginning any construction.

Please email your proposal documents or questions to SeguinCCEHOAacc@gmail.com.

REQUIRED INFORMATION

In addition to completing the following questionnaire, please provide these documents to the ACC:

- A. A scaled plot plan showing the placement of the accessory building on the lot & any utility easements or setbacks. Per plat plans, the rear building setback on all Unit 3 lots and a few Unit 2 lots is 15'. Most other lots have a 7.5' rear setback. Side building setbacks are 5' on Unit 3 lots and generally 7.5' on others. City building codes may require a minimum of 3' between the property/fence line & a portable building.
- B. A picture or detailed sketch of the proposed building (a color picture is required, if the building already exists).
- C. A copy of any permits, e.g., building, electrical, plumbing, roofing, etc. that may be required by the City of Seguin. If the permit is not provided with the proposal, the ACC's approval may be conditional upon its receipt of the permit.

Lot Number and Address: _____

Lot Owner's Name: _____

Lot Owner's Address: _____

Lot Owner's Phone Number: _____

Indicate the type of accessory building you are proposing to add to your property:

☐ Lawn Storage ☐ Children's Playhouse ☐ 2 Car Garage

If another type of building, please describe the type and intended use of the building: _____

Please provide the following information:

1) The building manufacturer's name and the building model number, if applicable _____

2) The name, address, and phone number of any contractors expected to work on the project _____

3) The maximum height of the building _____

4) The outside dimensions of the building _____

Please complete and sign page 2 on the back of this form.

- 5) A description of the type and color of the roofing material _____

- 6) A description of the type and color of the exterior wall materials. If a combination of materials will be used, please indicate the percentage of each (e.g., 100% stucco on rear and side walls with 75% stucco and 25% brick on front wall) _____
- 7) If the building is of framed construction, will it have a minimum of two (2) coats of paint at the time of construction?
_____ Please provide color paint chip samples of the paints to be used
- 8) If the building is a garage, will it be large enough to store a minimum of 2 cars? _____
- 9) Will the building be placed to the rear of the Living Unit, so as not to be visible from the fronting street? _____
- 10) If air conditioning is to be installed, describe the type of unit to be used (i.e. central air, wall unit, window unit, etc) and, if visible on the outside of the building, provide the size/dimensions and location on the building

- 11) If electrical, telephone, or other utility lines will be installed, will they be installed in underground conduits?

- 12) Please describe the type of foundation that the building will be placed on _____
- 13) A detailed description of any modifications to be made to existing structures _____

Additional Information Regarding Accessory Buildings:

- a) No metal buildings of any type shall be placed or constructed upon any lot.
- b) No window or wall type air conditioners visible from any street shall be permitted.
- c) All electrical, telephone and other utility lines located on a lot and not owned by a governmental entity or a public utility company shall be installed in underground conduits or other underground facilities.
- d) In no event shall accessory buildings be used or occupied as living units.
- e) No building or other structure shall be located nearer to any front, side, or rear lot line than as permitted by any utility easements and the set back lines shown on the subdivision plat.
- f) All permitted accessory buildings must be constructed in accordance with and conform to, the most recent Uniform Building Codes.

The information provided above is complete and accurate. I acknowledge I have read the CC&Rs and I am responsible for complying with them, as well as Uniform Building Codes, local government rules, plat requirements, and any applicable safety requirements. I agree to provide any additional information requested by the Committee and to allow site inspections related to this proposal. If there are any modifications or changes to the original plans submitted, including but not limited to exterior design and materials, color, lot placement, etc., I will submit a new proposal to the Committee for approval prior to beginning construction or making said changes.

Owner's Signature

Date

For Architectural Control Committee Use Only

Based on a review of the information provided, the Architectural Control Committee
☐ approves the proposal -- or -- ☐ does not approve the proposal.

Committee Member's Signature

Date