

Country Club Estates Homeowners' Association
Architectural Control Committee
Owner's/Builder's Proposal for Additions to Existing Residence

Dear Owner/Builder:

You have expressed an interest in adding on to your existing residence. 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 of the homeowners' association with the following information. The Committee 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 Committee **prior** to beginning any construction

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

REQUIRED INFORMATION

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

- 1) A scaled plot plan showing the location of the addition on your lot and the exact location of any easements in relation to the addition. 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.
- 2) A photo or scaled drawing showing the architectural features of the proposed structure.
- 3) A copy of the building permit required & issued by the City of Seguin. If the permit is not provided with this proposal, it must be provided at a later date and the ACC's approval of this proposal may be made conditional upon receipt of the permit. **The city requires a permit for any structure with a roof, such as a patio, gazebo, or pergola.**

Lot Number and Address: _____

Lot Owner's Name: _____

Lot Owner's Address: _____

Lot Owner's Phone Number: _____

Indicate the type of addition you are proposing:

☐ Full Bath ☐ Bedroom ☐ Patio (Circle One – Enclosed/Open) ☐ Other (e.g., pergola, deck)

If "Other" type please provide description: _____

Please provide the following information:

- 1) The contractor's name, address, and phone number: _____

- 2) The outside dimensions, including the maximum height of a roofed addition _____

- 3) Describe the materials to be used for any flooring/foundation to be added to the property, e.g., concrete, wood decking, vinyl decking, etc. _____

- 4) A description of the materials to be used on the exterior walls and/or posts for the structure (e.g., brick, stone, wood siding, Hardie Plank, screening, windows, etc.) If a combination of materials will be used on exterior walls, please indicate the percentage of each (e.g., 100% stucco on side walls with 75% stucco and 25% brick on rear wall) _____

- 5) The color of the exterior materials (provide color sample/photo or brand and color name/number of paint) _____
- 6) A description of the type of roofing materials (e.g., 200 lb. composition asphalt shingles, tile, wood, etc.) and the color (provide a sample or color photo) _____

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

- 8) 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 addition, provide the size/dimensions and location on the addition _____

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.

☐

does not approve the proposal.

Committee Member's Signature

Date