

**Architectural Review Board
Brazos Valley Realty LLC
4060 Highway 6 South
College Station, TX 77845**

APPLICATION FOR IMPROVEMENT REVIEW

Date: _____ HOA: _____

Name: _____

Address: _____

Preferred Phone: _____ Email Address: _____

The ARB has the following responsibilities:

1. Evaluate each of the plans submitted by Owners for adherence to the Guidelines.
2. Approving all new construction and any additional improvements to the property.
3. Monitoring the design and construction process to ensure compliance with the Declaration and Guidelines.
4. Interpreting the Declaration and Guidelines.
5. Approving all modifications to existing structures, including but not limited to: walls, fences, material replacements, renovations, additions and landscaping in some sections.

INSTRUCTIONS: Homeowner will furnish the Architectural Review Board with A completed and signed application emailed to stacy@oakchb.com and oakwoodcustomhomesinfo@gmail.com. The ARB will have 30 days to review all information from the time of **complete** submission.

Plan Submission Requirements for Construction

Type of Project:

New Home Garage Storage Building Fence Addition Paint Home* New Roof* Pool

Other: _____

*Renovations comprising solely of painting the home and/or replacing the existing roof with no elevation change are required only to submit color and material choices to the ARB for consideration and approval.

- 1) **Existing conditions map** - minimum scale 1"=20'. Must include the following information and be submitted electronically:
 - a) Owner's name;
 - b) Designer's name;
 - c) North Arrow and scale;
 - d) Property lines with dimensions and bearings;
 - e) Setback lines;
 - f) Easement lines;
 - g) Adjacent street names; and
 - h) Outline of exterior walls, decks and driveways on adjacent lots.

- 2) **Site Plan** – minimum scale 1"=20'. Must be submitted electronically: (May be added to the existing conditions map.)
 - a) Proposed location of home;
 - b) Dimensions from corner of foundation to adjacent property line;
 - c) Proposed driveway;
 - d) Proposed fences;
 - e) Proposed retaining walls;
 - f) Proposed pool or spa location;
 - g) Proposed accessory structures (out building, trellis, etc.);
 - h) Finish Floor Elevation (FFE) of first floor and garage;
 - i) Proposed two-foot contour lines; and
 - j) Location of underground or above ground LP tank and septic engineer plans

- 3) **Architectural Plans** - minimum scale of 1/4"=1'-0". Must be submitted electronically:
 - a) FLOOR PLANS
 - i) Interior rooms dimensioned and named;
 - ii) All window and door openings shown;
 - iii) Roof overhang with a dashed line;
 - iv) Total square footage of structure; and
 - v) Heated square footage of structure. (Refer to your specific Section Supplemental Declaration of Declaration, Conditions and Restrictions.)

 - b) BUILDING ELEVATIONS. Must be submitted electronically:
 - i) Front, rear and two side elevations;
 - ii) All elevations labeled so they correspond with site plan;
 - iii) Exterior finish shown, including paint color & samples
 - iv) All decks and terraces shown

Description of Project and Material Used:

(Please attach all relevant material to best describe the change to your property.)

Please submit this application and all attachments to: Architectural Review Board C/O Brazos Valley Realty LLC, 4060 Highway 6 South, College Station 77845 or by emailing to oakwoodcustomhomesinfo@gmail.com and stacy@oakchb.com

Homeowner Signature _____ Date Submitted _____

FOR HOA ARCHITECTURE BOARD USE ONLY

Date Received: _____ Date Reviewed: _____

Application: () Approved () Approved as modified () Declined () Need more information

Comments:

The judgment rendered above is on behalf of the Architectural Review Board (ARB) only. The ARB is unable to speak or approve on behalf of any municipality or insurance providers.