



249 Lantana Valley, Spring Branch, TX 78070

<mailto:arc@lantanaridgepoa.com>

### NEW HOME PLAN REVIEW TIPS

1. Please scan and Email all documents if possible. This speeds up the process and the ability of the Architectural Review Committee (ARC) members to share the documents and consult on them. If you mail or fax, it will delay your request by several days, possibly longer. You may email them to [arc@lantanaridgepoa.com](mailto:arc@lantanaridgepoa.com). If you need to discuss your project, please send an email with your contact information to email address provided and someone will get back with you.
2. The ARC has 21 days from the time your request is entered into the system to respond, but they cannot enter it until all requested documents, Original Home Construction fee and construction deposit are received. If a HOLD is put on any plan request for any reason, the 21 day review clock starts over (e.g. missing information, waiting on response from you or builder etc...).
3. Mail your \$1,000 Original Home Construction fee check and your \$1,500 construction deposit check to the following address: 249 Lantana Valley, Spring Branch, TX 78070. Checks are payable to: Lantana Ridge POA.
4. In addition to the color samples, web links to the colors and materials you are considering may help speed the process. Project delays are normally due to missing or unclear information, so more information as it relates to the entire exterior of the project is helpful.

### NEW HOME PLAN REVIEW CHECKLIST

This form must be completed and submitted to Lantana Ridge ARC, with all attachments and required information listed below, along with a \$1,000 Original Home Construction Fee and a \$1,500 construction Deposit, all made payable to Lantana Ridge POA. Approval, in writing or via email, by the ARC is required prior to commencement of construction. Your submittal is deemed "In Review" until such time as the ARC notifies you in writing that it has received all necessary plans and specifications. The ARC will make a formal decision to Approve, Conditionally Approve, or Deny the completed submittal within 21 days of entering all requested information. Submittals and attachments will not be returned and will become part of the permanent file.

Property Owner Name: \_\_\_\_\_ Tel #: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Property Legal Description: Unit \_\_\_\_ Lot \_\_\_\_ Property 911 Address: \_\_\_\_\_

Proposed Construction Start Date: \_\_\_\_\_ Property Closing Date: \_\_\_\_\_

Builder - Company: \_\_\_\_\_ Contact: \_\_\_\_\_ Tel #: \_\_\_\_\_

I = Included			NI = Not Included	NA = Not Applicable to this submittal
I	NI	NA	General Information	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name(s) of property owner(s) and current mailing address	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property address (911 addressing)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property legal description (lot number and unit number)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan review payment of \$1,000.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Deposit of at least \$1,500.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Builders Rules signed by builder	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oak Wilt Prevention Policy reviewed and communicated to all workers, including surveyors.	
Comments:				



I	NI	NA	House plans (one set required; must include items below)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Square footage calculations of air-conditioned space
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations (all sides)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans/specifications of all detached buildings, stables, recreational facilities, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior materials specification/description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior color schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof materials specification/description
<b>Comments:</b>			
I	NI	NA	Site Plan (must include items below)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of residence (showing setbacks)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driveway location and materials specification and description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk location and materials specification and description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mailbox location and materials specification and description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all detached buildings, stables, recreational facilities, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all storage tanks (i.e., for water, propane, butane, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and type of screening for storage tanks (note material and dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements (shown on plat and those required by the Covenants)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and type of fencing (note material and dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pool location and design with fence location and materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate size of culvert to be placed at ditch for driveway _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of variance request(s) and explanation for request(s)
<b>Comments:</b>			

Property Owner Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

1. This form must be signed and dated by the property owner to be accepted by the ARC.
2. If needed, schedule an appointment with the ARC or ACC by contacting us at [arc@lantanaridgepoa.com](mailto:arc@lantanaridgepoa.com).
3. The neighborhood website is [www.lantanaridgepoa.com](http://www.lantanaridgepoa.com) and more information may be found on our webpage.
4. If an appointment is schedule, ensure all required documents and information are available during our time together.

Attachments: \_\_\_\_\_

\_\_\_\_\_

\*At the discretion of the ARC, the amount of the Construction Deposit required may be increased.

