

# PLUM CREEK HOMEOWNERS ASSOCIATION

## ARCHITECTURAL REVIEW COMMITTEE APPROVAL APPLICATION

Applicant Name: \_\_\_\_\_ Hm Ph: \_\_\_\_\_

Address: \_\_\_\_\_ Wk Ph: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

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**1. Approval Requested** *(Please check one)*

- |  |  |
|--|--|
| <input type="checkbox"/> Fence Replacement (Exact) | <input type="checkbox"/> Landscape, Walkways, Beds |
| <input type="checkbox"/> Fence - NEW               | <input type="checkbox"/> Irrigation                |
| <input type="checkbox"/> Deck or Patio             | <input type="checkbox"/> Pool or Spa               |
| <input type="checkbox"/> Room/Garage Addition      | <input type="checkbox"/> Playscape                 |
| <input type="checkbox"/> Basketball Goal           | <input type="checkbox"/> Satellite Dish            |
| <input type="checkbox"/> Roof                      | <input type="checkbox"/> Shed                      |
| <input type="checkbox"/> Solar Panel               |  |
| <input type="checkbox"/> Other: _____              | <input type="checkbox"/> Exterior Painting         |

\*submit new color samples  
\*Obtain approval from neighbors in #4.

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**2. Please Describe Project - Attach additional pages, if necessary (dimensions, colors, materials, detailed plan)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**3. Provide plans and specifications to depict the work to be undertaken** *(Submit all, as applicable):*

- Required!** A plot plan showing the location and dimensions of the existing and proposed improvements; **Plans & specs; footprint of location on \*\*Property Survey is required with submittal: with the following exceptions: exterior painting, windows and roof.**
- Structural design, exterior elevations, exterior materials, colors, textures, and shapes of all improvements to be made
- All exterior illumination including location and method of illumination - No "wash over" of lighting to adjoining property or common areas is permitted
- Existing and finished grades at lot corners and at corners of proposed improvements
- Provision for drainage with cut and fill detail if change in lot contour is involved

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**4. Notification of Neighbors - Attach additional page, if necessary**

Initials of Neighbors                      Address of Neighbors w/in line of sight of modification

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: The ARC may require neighbors' signatures to facilitate the approval process.  
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**5. Notice to Applicant:**

The authority of the Architectural Review Committee ("ARC") is derived from Article 3, Section 3.7 and Article 6 of the Declaration of Covenants, Conditions and Restrictions ("CCRs").

**IMPORTANT: No work should be commenced until written approval is received from the ARC.**

Applicant acknowledges that all improvements must be constructed in accordance with the design guidelines contained in the CCRs in addition to any guidelines or rules adopted by the Association or ARC from time to time. All improvements must be constructed in accordance with the laws, rules, regulations, and building codes of governmental authorities having jurisdiction. Approval of this application does not constitute approval by any governmental authority, nor does it constitute a building permit.

Approval of this application does not give Applicant the right to enter upon the property of any other owner or the common area in order to perform the construction contemplated by this application.

Applicant certifies that the information contained herein is true and correct to the best knowledge and belief of Applicant.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Incomplete applications will delay the review process.**

**MAIL THIS APPLICATION TO:**

**Plum Creek HOA  
4100 Everett, Ste. 150  
Kyle, Texas 78640**

Or Email to:

**PlumCreekManager@goodwintx.com**

The application will be routed to the  
Plum Creek HOA Architectural Review Committee for consideration

*Please allow 2-4 weeks for processing applications. If you are not contacted within 5 working days from submittal, an email follow-up to the property manager is recommended.*

*Limit electronic file size to less than 12MB*

**\*\*Property Survey:** A copy of the property survey should have been provided at closing with the title documents. Research options to locate a copy of your survey:

1. Contact the title company to request a copy
2. Contact the surveyor to request a copy
3. Search Hays County Records: Official Public Records
4. Search Hays Central Appraisal District
5. Search Texas Land Records- [www.texasfile.com](http://www.texasfile.com)
6. Ask a long-time neighbor who surveyed their lot and contact that surveyor
7. Order new property survey.