

SCOFIELD RESIDENTIAL OWNERS ASSOCIATION
Architectural Control Committee Approval Request Form

Article 3, Section 3.7 of the Declaration of Covenants, Conditions and Restrictions for the Scofield Residential Area specifies that “*No Improvements shall hereafter be constructed upon any of the Property without prior written approval of the Architectural Control Committee.*” To assist in your compliance with this restriction, please complete the following form and submit it with your plans and specifications for the proposed Improvements. Although you are not required to obtain approval from residents whose lots adjoin your property, the Scofield ROA suggests that as a good neighbor, you inform neighbors of any changes to your property, especially those such as fencing which directly affect adjoining lots.

The plans and specifications to be so submitted will not be considered complete without all of the following items unless waived by the Committee:

One (1) copy of each (Items 1 - 3):

- A plot plan/survey showing the location and dimensions (including elevation) of all existing and proposed Improvements.
- Existing and finished grades shall be shown at Lot corners and at corners of proposed Improvements. Lot drainage provisions shall be indicated, as well as cut and fill details, if any appreciable change in the Lot contour is contemplated.
- The structural design, exterior elevations, exterior materials, colors, textures and shapes of all Improvements shall be described, along with any diagrams or representations necessary to depict all proposed exterior illumination (including location and method), utility connections and fire protection systems.

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

ESTIMATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

APPROVAL REQUESTED

FENCE	IRRIGATION SYSTEM	POOL
DECK/PATIO	OUTBUILDING	PLAYSCAPE
LANDSCAPING	BASKETBALL GOAL	SOLAR PANELS

(See Checklist below)

DESCRIPTION OF IMPROVEMENT:

Submit Request to:

Scofield Residential Owners Association ACC
c/o Certified Management of Austin
9600 Great Hills Trail, Suite 100E
Austin, TX 78759
Fax 512-339-1317
frontdesk@cmaaaustin.com

Applicants, please download and edit this file in PDF format and send to either address shown to the left. Also include all other required attachments.

Each type or category below has a list of questions that must be answered in the affirmative in order to be submitted to the ACC for consideration.

Fence:

- Is the height equal to 6 feet tall?

Xeriscape:

- Have you measured your front yard including the driveway and provided the total square footage and the proposed remaining grass? Here's how: http://www.ehow.com/how_6971777_do-calculate-square-footage-lawn_.html
- Have you provided a calculation to demonstrate that at least 25% grass remains?
- Does the plan indicate plantings to offset grass removal?
- Have you provided a drawing to support the calculation? Make sure you delineate the remaining grass.

Note: The easement between sidewalk and curb does not count toward the minimum 25% turf area.

Storage shed:

- Confirm that the storage shed IS NOT located on the public easement(s) if on a concrete slab (not truly portable)?
- Have you made sure to delineate the setback from adjacent property?

Note: If the storage or addition is equal to or more than 200 SF, a City of Austin building permit is required. Any encroachment to public easement also needs City approval, if the shed is not portable.

Tree removal:

- Is the tree diameter greater than or equal to 19”?
 - If so (regardless of the type of tree) have you notified the City of Austin Arborist, Michael Embesi at (512) 974-1876 for a permit?

FOR ACC USE ONLY:

Following a review of the submittal, the ACC:

_____ Approves Request

_____ Approves Request with the following Conditions:

_____ Denies the Request at this time due to the following:

ACC Signature: _____