Construction Plan Submittal and Approval Process

The following guidelines are based on the Covenants, Conditions, and Restrictions (CCRs) of Hidden Springs administered by the Architectural Control Committee (ACC) in accordance primarily with Articles VII, VIII, IX, X, and XI of the CCRs for outlining the steps necessary to obtain approval for and complete construction of new residential construction or improvements to existing properties. For renovations and improvements to existing properties, the ACC may modify these guidelines to reflect the extent of the work contemplated. **The Owner must submit a signed and dated copy of this document indicating an understanding of the requirements. And, a signed and dated copy of the Architectural Control and Building Guidelines document, which indicates that all parties have been informed and intend to comply with the guidelines and procedures as outlined in this document before construction can commence.**

It is in the owner's best interest to contact the ACC early in the planning process to minimize the chances of misunderstanding and extra expense. The ACC strongly recommends the Owner retain competent professional services for planning and design.

Article VII of the CCRs defines the purpose and authority of the ACC. It is the intent of this document to assist the Owner in understanding the requirements of the CCRs, the process by which the ACC issues a Building Permit, and how the Owner can expedite construction of the improvements with minimum disruption to the peaceful enjoyment of neighboring properties.

Please note that the owner must submit plans for all improvements, structures, buildings, hardscaping, major landscaping, pools, fences, water catchment systems, and solar panels to the ACC for approval before any work starts.

The ACC requires that the builder installs 3 x 5 rip rap rock at the first 50 feet of entry onto the lot (including a culvert, if necessary) prior to any construction or lot improvements (i.e. well drilling, land clearing, home building, etc.)

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DESIGN GUIDELINES

The Design Guidelines are in two sections, Site Planning and Design and Architectural Design. They reflect and interpret the relevant sections of the CCRs in helping the Owner to achieve their own desired plans in harmony with the neighboring community.

SITE PLANNING AND DESIGN

The ACC recommends that the Owners consider the impact of their home on neighboring existing and future homes and try to achieve spacing, location, and orientation that create balance with those homes. Pursuant to Article VII, Section 3 of the CCRs; the goal of the ACC is to encourage homeowners to plan homes and improvements that are good architectural design and compatible with a conceptual plan for Hidden Springs and which blend with the existing dwelling and natural beauty of the area. To that end, the ACC recommends, regarding the site requirements, that the Architect try to position the dwelling, improvements, etc. in such a way as to minimize disruption to the natural contour of the lots, as well as minimize disruption to existing drainage patterns (through an extensive cut or fill) in order to prevent erosion and water pooling. The ACC realizes that many lots within Hidden Springs have unique challenges due to the terrain, elevation changes, and size of the lots, and recommends that the owner make their Architect/Designer aware of these issues so that placement on the lot will meet the existing setback requirements and yield a structure that protects the serenity and natural beauty of the surroundings. The ACC encourages the Architect/Designer or owner to contact ACC with questions.

ARCHITECTURAL DESIGN

The ACC will consider the external appearance of the house and its associated improvements as well as whether the materials used are appropriate and in accordance with the CCRs so that the home is compatible with the neighborhood.

Dwelling Size - Pursuant to Article IX; the minimum total floor area (square footage) of dwelling, inclusive of quest quarters, but exclusive of open porches, breezeways, carports, garages, and other outbuildings, shall be 2,000 square feet of climate-controlled, (heated and air-conditioned) floor area which is sheltered under a single continual roof and built upon a single foundation for single store dwelling and 2,500 square feet of climate-controlled floor area for two-story dwellings.

Facade - Pursuant to Article IX, Architectural Vision, all dwellings will be in keeping with German Heritage/Hill Country Style architecture commonly found in and around Fredericksburg, Texas, and shall be constructed of authentic building materials. Authentic building materials include limestone, Fachwerk, half-timbering with whitewashing, plaster, adobe, and cedar or cypress siding. Typical details include shed roofs, pitched gables, dog runs, and covered porches.

Roofs - Pursuant to Article XXIII, all roofs shall be made of either slate, tile, factory fire-treated wood, or metal, and other similar materials with a 30-year minimum lifetime. If a 30-year minimum is not commercially available, then the life shall be the longest lifetime commercially available. Chimney construction must be of native stone, plaster, or stucco. All penetrations, antennae, and accessories must be rear of the ridgeline. If any of the ridgelines runs perpendicular to the street, any penetrations shall be oriented to the back half of the house.

Driveways - Pursuant to Article X, Section 1, Part (a), The first fifty (50) feet of all driveways from the road pavement will be concrete. Unpaved or unimproved driveways of any kind are not permitted. All driveways running from the road pavement to the entry of the residence shall be constructed/surfaced with concrete, brick pavers, stone, tile, or other similar hard-surfaced material. That portion of the driveway constructed upon the common area shall be of concrete brick pavers, stone, tile, or other similar hard-surfaced material. The remainder must be constructed of concrete, brick paver, stone, tile, hot mix, asphalt, or other similar hard-surfaced materials. If using any type of loose material ie: pea gravel, or decomposed granite, the application must be bordered by a concrete ribbon curb at least 12" in width. Try to place the driveway along natural contours so it does not dominate the entry to your home, and place the driveway entrance where existing cuts have been made by the developer.

Culverts - Entrance - Drive aprons shall generally be shaped to the contour of the driveway, drainage easement, and the street which is adjacent to the driveway apron. Culverts shall only be utilized if approved by the Architectural Control Committee. The ACC recommends that a culvert if required, must be appropriately sized corrugated pipe with sloped, safety headwalls, and limestone rip-rap. Drainage easements must be restored to the original condition.

Solar Panels - Use of solar panels is subject to special ACC approval if added after the original construction of the house. Solar panels to be installed upon original construction must be approved as part of the process for issuing the Building Permit and such approval shall be in compliance with Texas Property Code 202.010.

Guesthouses or Other Outbuildings - Shall be compatible in appearance with the main house and shall balance and complement the house in massing and location.

Flagpoles - A stand-alone flagpole taller than 20 feet and the displaying of a flag larger than 3 ft. x 5 ft. requires special ACC approval. All other flagpoles and flags are subject to ACC approval and such approval shall conform to Texas Property Code 202.011.

Fencing - If fencing is desired, approval depends on minimum visibility and impact on adjacent lots and common areas. It is recommended that fencing be limited to 1 acre or less. The county taxing authority will assign 1 acre of your lot to be associated with your home, and that acre will not be eligible for the Agricultural Exemption. Fencing beyond 1 acre will reduce the amount of acreage subject to the Agricultural Exemption and will likely increase your property taxes. **ALL FENCING MUST BE APPROVED BY THE ACC.**

Lighting - **All exterior lighting including landscape and security lighting must be approved by the ACC, and comply with the "ACC Guidelines for Exterior Lighting" presented to the Board of Directors.** Site lighting should not affect neighboring lots or create light pollution of the night sky. Please use night sky compliant lighting for all external lights. Use security lighting only in emergencies.

REVIEW AND APPROVAL PROCESS

The Process is in six steps:

- Pre-Design
- Preliminary Plans
- Neighborhood Notification
- Final Plans
- Specifications Sheet including all Exterior Samples & placement of Samples.
- Building Permit

PRE-DESIGN

The Owner should supply the Architect or Design/Build Team with the CCRs and these guidelines prior to any design for preliminary plans. If there are questions, the ACC strongly encourages the Owner and Architect/Designer to ask questions for the ACC prior to preparing the preliminary plans to prevent excessive changes or costs if such preliminary plans are not in accordance with the CCRs and these guidelines.

PRELIMINARY PLANS

Submit TWO SETS of preliminary site and building NO FAXES, EMAILS OR INCOMPLETE PLANS ACCEPTED. ONLY FULL-SIZE DRAWINGS WILL BE ACCEPTED.

1. Site Plan (1" = 20' thru 1" = 50' scale depending on the size of planned property and lot) Showing the complete lot area, all buildings, driveway, and parking.
2. Residence - footprint on site-plan showing closest distances to lot boundaries and set back lines.
3. Building Plans and Elevations (3/16" - ¼" - 1' scale minimum) which are concise and understandable.
4. Exterior Color/Material Selections/ Specification Sheet showing materials and type of construction. Must turn in samples of exterior materials as well as paint color samples.
5. Pool, courtyard, walls, or major features.
6. Garage, other buildings, or amenities.
7. Fencing, if any; unless such fencing shall be postponed in the landscaping plan, which shall be subject to separate ACC approval at the appropriate time.

The ACC will provide a written response to the Owner within 3-days of receiving the complete package of information described above. Section 5 of Article VIII of the CCRs shall be applicable.

NEIGHBORHOOD NOTIFICATION

As a courtesy to adjacent property owners, upon receipt of the preliminary plans, the ACC may inform the adjacent neighbors. However, such notification in no way restricts or binds the ACC in the exercise of its authority to approve a Building Permit, in the sole discretion, in accordance with the CCRs.

FINAL PLANS

SUBMIT TWO SETS OF FINAL PLANS. NO FAXES, EMAIL, OR INCOMPLETE PLANS ACCEPTED. ONLY FULL-SIZE DRAWINGS WILL BE ACCEPTED.

A. Site Plan 1" = 20' thru 1" = 50' scale depending on the size of planned property and lot.

1. Property lines, utility routing, drainage and easements, and building setback lines.
2. Topographical Survey, if required by the ACC, showing vertical intervals in 2ft increments to within 50 ft of house/garage footprint. This survey may be required for lots where the building site is not relatively flat or where there will be relatively extensive site work necessary to prepare the building site.
3. Cut and Fill dimensions and location showing how the builder will retain cuts.
4. Entrance - The need for culverts, if required, (with appropriately sized corrugated pipe, sloped headwalls, and rip rap), will be decided in accordance with Article X, Section 1, part (b) of the CCRs before the conclusion of construction.
5. Driveways and visitor parking including material and any retaining walls and drainage treatment, such as additional culverts and offset to neighboring driveways.
6. Residence footprint with dimensions from corners to setback lines, which must be staked by the builder before construction begins.
7. Retaining walls, courtyards, and fences (if not included in Landscape Plans) showing dimensions and materials. If fencing is desired, approval depends on minimum visibility and impact of adjacent to and common areas. All fencing must be approved by the ACC.
8. Site placement and routing for electric, water, septic system, propane tank, and location of A/C units, transformers, electric and water meters, telephone posts, etc. A permanent propane tank intended to feed the entire house must be buried in Hidden Springs subdivision. Portable tanks, of twenty pounds or less, are exempt from this requirement.
9. Location of dumpster and Port-a-Potty.

10. Exterior lighting location and type **that complies with the "ACC Guidelines for Exterior Lighting"**. All exterior lighting should be night sky compliant and comport - no exposed bulb or wraparound lens yard light shall be permitted. Exterior lights on buildings shall have housings that can shield or directly focus the light source. The objective and intent of this restriction shall be to minimize light pollution of the night sky and minimize the visibility of light sources from any other part of the subdivision. All landscape and security lighting shall be subject to the review and approval of the Architectural Control Committee.
11. Landscape Plans showing landscaped and/or hard-scape areas and any elevation changes that will result, including sprinkler system should be submitted no later than 3 months after occupancy and be approved by the ACC before Landscaping starts. Any proposed fencing not approved as part of the Final Plan, (including dimensions and materials), must be included in such plans. See **Requirements for Property Owners and Builders** regarding Landscaping Plans.

B. Building Plans, Elevations, Sections and Specifications (3/16" - ¼' - 1' Scale)

1. The Specification documents must identify and locate all materials and their dimensions, colors, and the placement of outside equipment visible from the street.
2. Floor plans will include room sizes, electrical, and plumbing.
3. Roof with chimney details
4. Exterior elevations showing features, materials, colors, textures, and patterns.
5. Sections showing elevations of existing and finished grades to 10' outside exterior walls.
6. Details all improvements (current or planned) as shown on site plans.
7. After a Builder has been selected and engineered foundation plans are prepared, the owner shall send a copy of the plans to the ACC to complete their files.

The ACC will provide a written response to the Owner within 30-days of receiving the complete package of information described above. Section 5 of Article VIII of the CCRs shall be applicable.

C. Builder Contact Information

The owner or their builder shall send the builders name, address, phone number and other contact information to the ACC once the builder has been selected.

BUILDING PERMIT

The ACC must issue a building permit prior to the start of any construction.

1. The Building Permit will indicate 9 months for residential construction plus 90 days landscaping, subject to negotiated extensions. Article VIII, Section 5, of the CCR indicates that acceptance of a building permit assumes that construction of the approved building will be completed within 9 months, experience has indicated that several factors beyond the control of the builder, homeowner, or ACC may contribute to completion period longer than 9 months. Weather delay, Acts of God, and market conditions causing a lack of availability of material or labor could contribute to such a delay. It is the intent of the CCRs and ACC that once construction has begun, that the progress in such construction be, more or less, continuous in nature subject to uncontrollable delays noted above. If it appears that construction will be longer than 9 months, the property owner should contact the ACC as soon as this is known, and inform the ACC of the approximate extended time of construction and an estimated completion date. **There is no time limit on when a home has to be built on this property.**

2. The Building Contractor entry code for the gate will be on the permit.

3. The ACC must approve exterior revisions to the site or building or any additional improvements requested to the approved plans and specifications prior to making the revision.

4. **The Owner will return the attached "Architectural Control Committee and Building Guidelines" signed by both Owner and Building Contractor to the ACC before construction begins.** The building Contractor is responsible for the activity of All Subcontractors while in Hidden Springs.

5. **A Building Deposit of $5,000.00 with $1,000.00 being non-refundable is due upon issuance of the Hidden Springs Building Permit.** The Building Contractor is responsible for the activity of all Subcontractors. The cost of any damage caused by the Builder or Subcontractors to any common areas may be deducted from the Building Deposit i.e. roadway damage, and cleanup will be deducted from the Building Deposit.

6. It is in the best interest of all parties to work together to complete the project on time and within the Guidelines and CCRs, and to contact the ACC as soon as it is apparent that any extension or variance is going to be required.

By signing this document, the **Property Owner(s) and the Builder** acknowledge that they have read these requirements and understand them, and that failure to comply with these guidelines and requirements may result in a delay of the Property Owner(s) receipt of an approved Building Permit. **Date Construction will begin _____.**

Owner(s) Printed Name: _____

Signature_____

Owner(s) Printed Name: _____

Signature_____

Builder's Company:_____

Builder's Signature: _____

Document Dated: _____

Hidden Springs Homeowners Association
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