

Design & Development Process

The Estates of Fannett Architectural Review Committee (ARC) has established the following process outline as information to assist Owners, Architects and Builders in obtaining design and construction approvals, while maintaining a level of design consistency and compatibility. The issuing approvals throughout this process, the ARC (or its members) assumes no liability for performance of work by others, structural integrity, or compliance with authorities having jurisdiction over the project. The ARC will generally meet 2 times per month or as appropriate on an appointment basis.

STEP 1: REVIEW DOCUMENTS

- Design Guidelines
- Declaration of Covenants and Restrictions
- Design & Development Process (this document)

STEP 2: DESIGN/PRECONSTRUCTION PHASE

- Submit "Preconstruction Review Form" and fully executed Construction Application Form.
- Submit 2 Schematic drawings as follows:
 - a. Site Plan (1/8"=1'0") indicating property lines and dimensions, building footprint with roof overhangs, stoops, and decks shown as dashed lines; drives with intended parking, walks, paths, fencing and ancillary site amenities including any mechanical equipment.
 - b. Floor Plans – (1/4" or 1/8"=1'0") indicating labeled rooms, total area square footage of conditioned spaces and exterior decks (covered & uncovered).
 - c. Exterior Elevations – (1/4" or 1/8"=1'0") indicating : all windows, doors, exterior treatments, principal materials, finish floor elevations, overall bldg. height and roof pitch(es).
- Submit 2 copies of Landscape plan indicating lawns, trees, hardscape, plant materials/bedding, irrigation, drainage and lighting
- Submit copies of executed building permit and any other required approvals of authorities having jurisdiction over the project.
- Submit appropriate sections and details of exterior architectural elements, all exterior lighting, and structural/foundation drawings.
- Product literature, samples of other representation of building materials.

STEP 3: CONSTRUCTION PHASE

- The ARC reserves the right to inspect the construction at all stages for compliance of approved documents. Construction found to be non-compliant may be suspended and / or stopped.
- Any alterations from the approved Final Review shall be submitted with an executed "Variance Form" with fee of \$250.00 and appropriate supporting documentation or drawings.

STEP 4: FINAL INSPECTION

- Submit executed "Final Inspection Form".
- ARC field inspection and issuance of approval and occupancy.

PRECONSTRUCTION REVIEW FORM

Property Owner: _____ **Date:** _____

Block/Lot No. & Street: _____

Mailing Address: _____

Telephone/Cell _____

Architect or Building Designer: _____

Firm: _____

Address: _____

Telephone/Fax _____ **License No.** _____

Landscape Architect or Designer: _____

Firm: _____

Address: _____

Telephone/Fax _____ **License No.** _____

Builder: _____

Firm: _____

Address: _____

Telephone/Fax _____ **License No.** _____

Preconstruction Review for: () New Construction
() Exterior Addition / Alteration

Area of Conditioned Space _____ S.F.

Area of Patio/Porch/Decks _____ S.F.

Two (2) sets of construction documents in compliance with Preconstruction Review:

- Site Plan
- Exterior Elevations
- Sections / Details
- License Information
- Floor Plans
- Structural / Foundation
- Landscape Plan
- Reference letter from Bank

PRECONSTRUCTION REVIEW FORM, continued

Exterior Materials and Colors:

Item	Color	Material / Notes
Siding	_____	_____
Fascia	_____	_____
Trim/Arch. Elements	_____	_____
Front Door	_____	_____
Exterior Doors	_____	_____
Garage Doors	_____	_____
Windows	_____	_____
Chimneys	_____	_____
Gutters / Downspouts	_____	_____
Drive	_____	_____
Walks / Patio	_____	_____
Fences	_____	_____
Other	_____	_____
Remarks:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

I certify that the proceeding information is true and correct to the best of my knowledge. I have read the Design Guidelines, the Declaration of Covenants and Restrictions and agree to be responsible for the construction abiding therewith.

Owners Signature: _____ Date: _____

CONSTRUCTION APPLICATION FORM

Property Owner: _____ Date: _____

Lot No. & Street _____

Address: _____

Telephone/Cell _____

Signature: _____

Builder: _____ Date: _____

Contact Person: _____

Address: _____

Telephone/Fax _____ License No. _____

Signature: _____

RULES OF CONSTRUCTION:

All construction will be performed in exact accordance with the Design & Development Review package approved by the ARC of Estates of Fannett, with the exception of interior modifications.

No project shall start without sanitation facility on site with the exception of grading.

No project shall go without work being performed or be idle for a period exceeding 2 weeks.

Jobsite must be kept clean and free of debris and trash daily. Builder is responsible for retaining waste material in enclosed containers.

Materials must be contained within the lot in which construction occurs.

No signage other than that approved by the ARC is allowed on site.

Loud music is not allowed.

By signature above, I understand and accept the rules stated herein without exception and will enforce them with all subcontractors. Any costs incurred by the ARC in enforcing these rules will be reimbursed by the company I represent and / or own.

CONSTRUCTION APPLICATION FORM

Property Owner: _____ **Date:** _____

Lot No. & Street _____

Address: _____

Telephone/Cell _____

Signature: _____

Landscape Contractor: _____ **Date:** _____

Contact Person: _____

Address: _____

Telephone/Fax _____ **License No.** _____

Signature: _____

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Who can design and build homes?

Only approved architects, home designers or builders who meet the following criteria can build in The Estates of Fannett:

- The company must be bonafide, registered and licensed in the State of Texas.
- The company must have a letter of reference from its bank.
- The company must demonstrate a clear understanding of the substance and process of the design guidelines and must agree to comply.

VARIANCE FORM

Property Owner: _____ **Date:** _____

Lot No. & Street _____

Signature: _____

Description of Change or Alteration – (attach supplemental drawings, etc. as necessary):

Reason for Change or Alteration:

This portion to be filled out by Estates of Fannett ARC

Variance Fee () \$250

APPROVED WITH NO EXCEPTION – Date: _____ By _____

APPROVED WITH EXCEPTION – Date: _____ By _____

Notes:

Denied – Date _____