

# **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 \_\_\_\_\_



## PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

### INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS/MODIFICATIONS

**FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED. MOST ARCHITECTURAL COMMITTEES ARE ALLOWED 30 DAYS TO RESPOND TO AN APPLICATION.**

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey.
- 2) If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey.
- 3) If you are applying for a **POOL/SPA** you must submit detailed drawing of pool and indicate on lot survey the location of pool and equipment. Must show access to rear of property.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample of color.
- 5) If you are applying for a new **ROOF** please submit manufactures name / color name (brochure or small sample).
- 6) If you are applying for new front **DOORS OR STORM DOORS** please provide photo or brochure.
- 7) If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide material samples.
- 8) If you are applying for **WROUGHT IRON GATES OR BURGLAR BARS** please submit drawing, color and indicate on lot survey placement.
- 9) If you are applying for **DECKING/PATIO** please indicate location on lot survey, materials to be used and height of decking.
- 10) If you are applying for **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.) please indicate location on lot survey.
- 11) If you are applying for an **ANTENNA** please give size or height of antennae and show location on lot survey.
- 12) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit all details (tree dimension and type) showing placement on lot survey.
- 13) If you are applying for **FENCING** please advise of height, materials and location on lot survey.
- 14) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, indicate location on lot survey.

Please contact the office of Flats to Let to determine if a deposit is a requirement for a pool application in your community.

PLEASE ADDRESS APPLICATIONS TO:

**ESTATES OF FANNETT HOA  
ARCHITECTURAL REVIEW COMMITTEE  
2165 North St  
BEAUMONT, TX 77701**

**PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS**

**APPLICATION FOR APPROVAL TO MODIFY HOME OR PROPERTY**

ARCHITECTURAL REVIEW COMMITTEE

c/o Flats to Let

2165 North St

Beaumont, TX 77701

[flatshoamanager@icloud.com](mailto:flatshoamanager@icloud.com)

Phone (409) 835-3808

Fax (409) 833-3374

COMMUNITY: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

ALTERNATE MAILING ADDRESS: \_\_\_\_\_

In an effort to protect the homeowner's rights and property values, it is required that any homeowner considering change or addition to their home OR property which would effect the exterior appearance **MUST** submit their request in writing to the Architectural Review Committee **PRIOR** to initiating any change or addition. If any change is made that has not been approved, the committee has the right to ask the homeowner to remove the improvement from the property.

PLEASE STATE PROPOSED

CHANGE OR ADDITION(S) \_\_\_\_\_

**A LOT SURVEY OF THE PROPERTY INDICATING THE LOCATION OF THE PROPOSED ADDITION, MODIFICATION OR STRUCTURE MUST BE ENCLOSED, ALONG WITH SPECIFIC DETAILS OF MATERIALS, COLOR, AND DIMENSIONS, INCLUDING HEIGHT.**

**YOUR LOT SURVEY SHOULD HAVE BEEN PROVIDED AT YOUR CLOSING. IF A LOT SURVEY CANNOT BE PROVIDED, PLEASE SUBMIT A DETAILED DRAWING OF THE PROPERTY SHOWING THE LOCATION OF THE HOME AND EASEMENTS. THE PLACEMENT OF THE IMPROVEMENT MUST BE SHOWN INDICATING THE DISTANCE FROM SIDE AND/OR REAR FENCING.**

**IF THE PROPOSED IMPROVEMENT HAS A ROOF, PLEASE SUBMIT AN ELEVATION DRAWING SHOWING HOW THE STRUCTURE WILL LOOK FROM A SIDE AND REAR VIEW.**

**NO LOT SURVEY IS REQUIRED FOR PAINTING, STAIN, SIDING OR ROOF REPLACEMENT.**

**COLOR SAMPLES ARE REQUIRED FOR PAINT, SOLAR SCREENS, ROOFING MATERIAL, BRICK OR SIDING.**

MATERIALS TO BE USED: \_\_\_\_\_

\_\_\_\_\_

DIMENSIONS: HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_

**FAILURE TO SUBMIT THE SURVEY AND ALL REQUIRED INFORMATION MAY RESULT IN A DELAY AND/OR AUTOMATIC DISAPPROVAL OF THE APPLICATION.**

*I understand that the Committee will act on this request as quickly as possible and contact me in writing regarding their decision; however, the Committee is allowed from 30 to 45 days to respond. I also understand that in the event construction is not started within six (6) months from the date of approval, then a new application must be submitted. Further, I understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, permits, etc. affecting such improvement(s). I understand that I am not to begin any improvements until the Committee notifies me of their decision.*

\_\_\_\_\_  
HOMEOWNER'S SIGNATURE

\_\_\_\_\_  
CONSTRUCTION START/COMPLETION DATE

DATE: \_\_\_\_\_