

# Putteet Hill Homeowners Association

Architectural Control Committee (ACC) Application

## ARCHITECTURAL DESIGN & CONSTRUCTION APPLICATION

Date: \_\_\_\_\_, \_\_\_\_\_, 202\_\_

**Applicant must complete the following schedule, then submit this Application and the check for the ACC Review Fee payable to "Putteet Hill HOA"**

APPLICATION FOR:  MAIN DWELLING  GUEST HOUSE  HOME REMODEL  DETACHED GARAGE  CARPORT (RVs, Boats, Large Vehicles, Tractors, Trailers, Equipment, etc)  LARGE ACCESSORY BUILDINGS  STORAGE SHEDS (80 SF or less)  WORKSHOP  SWIMMING POOL  POOL HOUSE  PERGOLA  GAZEBO  DECK  PATIO  GREENHOUSE BOUNDARY FENCE  BACKYARD FENCE  RETAINING WALL; INSTALLING ON-SITE SANITARY SEWER FACILITY:  STANDARD SEPTIC SYSTEM or  AEROBIC SEPTIC SYSTEM;  WATER WELL ANIMAL SHELTER;  FLAG POLE(S)  BASKETBALL GOAL(S)  TENNIS COURT(S)  OTHER SPORT or PLAYGROUND FACILITIES  OTHER IMPROVEMENTS  BUILDER OR REALTOR SIGNS (DESCRIBE): \_\_\_\_\_

(Check each dwelling or Improvement type to be included in this application)

### LOT INFORMATION

Lot # _____	Phase # _____	Property address: _____ _____
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**THIS APPLICATION IS FOR CATEGORIES INITIALED ABOVE. ACC FEES, EFFECTIVE MARCH 1, 2021:**

<b>ACC Application Fees, payable to "Putteet Hill HOA"</b> Primary Dwelling or Guest Home Fee: \$300 - Date Received: _____ Home Addition or Modification Fee: \$300 - Date Recvd: _____ Improvements ACC Approval Fee: \$100 - Date Received: _____ Septic ACC Approval Fee: \$50 - Date Received: _____ Water Well ACC Approval Fee: \$50 - Date Received: _____ RePlat ACC Approval Fee: \$100 - Date Received: _____	<b>Home Addition or Modification Description:</b> _____ _____ _____ _____
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### PROPERTY OWNER INFORMATION

<b>Names:</b> _____ <b>Phone No:</b> (____) ____ - _____ <b>Email:</b> _____	<b>Mailing address:</b> _____ _____ _____	<b>Owner(s)' signature(s):</b> _____ _____ <b>Signed:</b> _____ <b>Date:</b> _____
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### BUILDER (OR OWNER'S REP) INFORMATION

The below named Builder or Owner's Representative will act during the construction: yes \_\_\_\_\_ no \_\_\_\_\_ **Owner initials** \_\_\_\_\_

<b>Name:</b> _____ <b>Phone No:</b> (____) ____ - _____ <b>Email:</b> _____	<b>Mailing address:</b> _____ _____ _____	<b>Builder's signature:</b> _____ <b>Signed on</b> _____ <b>Architectural Plans delivered on:</b> _____, _____, 202____
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**NOTE:** The Property Owner, the Owner's Engineer, Architect, and the General Contractor are solely responsible for the design and construction of the home foundation and for compliance with TCEQ rules and regulations for storm water compliance and SWP3 Pollution Prevention Plan as outlined in TCEQ's general permit TXR15000.

**Applicant, Initial below if submitted or if any of the following will not be submitted:**

- \_\_\_\_\_ **Architectural Plans with exterior elevations – required 1 Hard Copy & Digitally by Email;**
- \_\_\_\_\_ **Site Plan – required with Building, Septic & Well locations, Set-back lines and Easements;**
- \_\_\_\_\_ **Storm Drainage Plan (required – Design and Construction at Builder's and Owner's risk);**
- \_\_\_\_\_ **Roof Pitch & Materials Plan – required;**
- \_\_\_\_\_ **Types & Colors of exterior materials – required;**
- \_\_\_\_\_ **Landscape Plan – required with spot elevations of existing trees to be preserved/removed;**
- \_\_\_\_\_ **Foundation Plan (not required – Owner's Engineer's, Builder's and Owner's risk);**
- \_\_\_\_\_ **Framing Plan (not required – Builder's and Owner's risk);**
- \_\_\_\_\_ **Wall Sections Plan (not required – Builder's and Owner's risk);**

**Application must submit the signed ACC Application with the \$300 Home or \$100 Improvement submittal fee to:**

JTM Development, LLC  
P. O. Box 1179  
Granbury, Texas 76048

E-mail: [mercerc@jtmdevelopment.com](mailto:mercerc@jtmdevelopment.com)

The Putteet Hill HOA's three-member Architectural Control Committee ("ACC") will review this application and the accompanying architectural plans, designs and materials, and the Site Plan for completeness and compliance with the Declaration Restrictions and Rules, and the Design and Construction Guidelines, resulting in the decision indicated below.

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Lot Information: Address: \_\_\_\_\_

Legal Description      Lot #: \_\_\_\_\_ Phase: \_\_\_\_\_ Acres: \_\_\_\_\_ Comments: \_\_\_\_\_

Lot Owners: Names (Printed): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #s: Home (\_\_\_\_) \_\_\_\_-\_\_\_\_; Work (\_\_\_\_) \_\_\_\_-\_\_\_\_; Cell (\_\_\_\_) \_\_\_\_-\_\_\_\_;

E-mail Address: \_\_\_\_\_ Alternate E-mail Address: \_\_\_\_\_

Contractor: Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #s: Work (\_\_\_\_) \_\_\_\_-\_\_\_\_; Fax (\_\_\_\_) \_\_\_\_-\_\_\_\_; Cell (\_\_\_\_) \_\_\_\_-\_\_\_\_;

E-mail Address: \_\_\_\_\_ Alternate E-mail Address: \_\_\_\_\_

Schedule:      Desired Start Date \_\_\_\_\_

Construction is to be completed as to exterior finish and appearance  
nine (9) months from the setting of forms for the foundation DCCRs 7.7

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1. Indicate below any/all improvements, in addition to those checked above, to be included in this application, following provisions of Declarations of Covenants, Conditions and Restrictions, and the Rules & Regulations (R&Rs) for Putteet Hill Homeowners Association (DCCRs).

Required for Main Dwelling:

Minimum 2 car garage not facing street side of Lot. DCCRs 7.6 (f) and R&Rs 1.17

Cluster Mailbox. (\$500 Cost Sharing, payable to Developer, Putteet Hill, LLC). R&Rs 1.16

Concrete Driveway. DCCRs 7.6 (G)

Landscaping. ACC R&Rs 1.20 and Maintenance R&Rs 1.71

Irrigation Systems

Other Options not listed above for Main Dwelling or Guest House (Check all that Apply):

Remodeling or Addition

Privacy Screening

Antenna or Satellite Dish

Play Equipment

Rainwater Harvesting System

Excavation or Fill

Structure Repainting

Pet Housing or Pen

Roof Replacement

Solar System

Major New or Changed Landscaping

Equipment Screening

Storm Water Drainage Improvement

Other (See above)

2. Provide the following information for the Dwelling(s):

Main Dwelling (Minimum 2,300 AC SF on New Construction – DCCRs 7.6.C):

Total air-conditioned space: 1st floor / upper floor / all: \_\_\_\_\_ SF \_\_\_\_\_ SF \_\_\_\_\_ SF

Total SF under roof (AC, non-AC, garage, porch): \_\_\_\_\_ SF

Number of parking spaces in garage: \_\_\_\_\_

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Exterior Siding Materials and Colors \_\_\_\_\_

### 3. Guest House (Minimum 750 SF on New Construction – See DCCs 7.6.C):

Total air-conditioned space: 1st floor / upper floor / all: \_\_\_\_\_SF \_\_\_\_\_SF \_\_\_\_\_SF

Total SF under roof (AC, non-AC, garage, porch): \_\_\_\_\_ SF

Number of parking spaces in garage: \_\_\_\_\_

### 4. For the Dwelling(s) and Garage(s)

Provide Architectural Plans prepared by Architect, Engineer, or Certified House Planner:

Floor Plan(s), including Electrical Plan(s)

Exterior elevations noting height and exterior siding materials

Roof Plan noting materials, color and pitch of roof

Provide Engineered Foundation Plan(s) and Storm Drainage Plan(s):

Signed, sealed, and dated by a licensed, registered engineer

### 5. For any/all additional Improvements to be included in this application:

Provide dimensioned plans and elevations with structures and associated equipment locations. Indicate all exterior materials to be used, including colors or finish selections. Provide samples, color copies, literature, brochures, or photographs of colors and finishes.

### 6. Provide a professionally drawn **Site Plan**, to scale, dimensions, placing the Dwelling(s), Garage(s), Driveways and other Concrete Flatwork, and any/all additional improvements on the Lot:

- Address and lot number(s)
- Utility and Drainage Easements and Building Setback lines
- Designate Drainage Pattern on Lot
- Dwelling(s), Garage, Concrete Flatwork (Driveway, Walk to front door, and other concrete flatwork), Septic System and Water Well (**Provide Permits prior to construction**).
- Any/All additional improvements to be included in this application
- Propane Tank (If applicable) (Note: Buried preferred, locate above ground tank on rear portion of lot and screened from view from the streets or adjoining lots.

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- Trinity Conservation District and City of Cresson Permitting Approval required for water wells; or
- City of Cresson Permitting Approval required for OSSF Standard Septic or Aerobic System

Primary Dwelling, Guest Home and Detached Garage exterior materials (samples, photos or brochures):

Driveway Concrete type & color: \_\_\_\_\_

Sidewalk Concrete type & color: \_\_\_\_\_

Roof Material / color: \_\_\_\_\_

Gutter/Downspout Type/color: \_\_\_\_\_

Brick and Mortar colors: \_\_\_\_\_

Stone and Mortar colors: \_\_\_\_\_

Cementitious Siding colors: \_\_\_\_\_

Hardwood Siding colors: \_\_\_\_\_

Stucco Color: \_\_\_\_\_

Exterior Stain location / color: \_\_\_\_\_

Exterior Trim Stain / color: \_\_\_\_\_

Exterior Paint location / color: \_\_\_\_\_

Exterior Trim Paint / color: \_\_\_\_\_

Louver type / color: \_\_\_\_\_

Shutter type / color: \_\_\_\_\_

Window Frame / color: \_\_\_\_\_

Front Door and Frame / color: \_\_\_\_\_

Exterior Doors type / color: \_\_\_\_\_

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Garage Door Type/ color: \_\_\_\_\_

Entry light fixture / color: \_\_\_\_\_

Other Light Fixtures /color: \_\_\_\_\_

**By submitting this application, I understand and acknowledge that:**

1. I have read and will comply with the requirements listed in the Declaration of Covenants, Conditions and Restrictions, as amended, for the Putteet Hill subdivision, the Rules & Regulations, and the Minimum Design & Construction Standards, and the ByLaws of the Putteet Hill Homeowners Association, Inc. (The "Governing Documents" available from the Association.)
2. I have been provided a copy of the Declaration of Covenants, Conditions and Restrictions, and the Rules & Regulations and this ACC Application and the Minimum Design & Construction Standards for the Putteet Hill Addition and the Putteet Hill Homeowners Association, Inc. to my Contractor.
3. United Cooperative Electrical Services has asked the developer of Putteet Hill to advise Buyers that "if the home's electrical meter is located further than 200 feet as measured by the length of the electrical service from the transformer to the electrical meter, then the homeowner will incur an additional one-time construction expense for the initial service paid to the electrical provider".
4. When this ACC Application is approved, I will provide a copy of this application to my contractor. (If a culvert is to be installed, the approved application will include the required size of said culvert, per engineering for the development.) And, I will advise my contractor that all home contractors must sign this document and the Governing Documents, and abide by them, subject to the ACC's enforcement.
5. The Architectural Control Committee (the "ACC") has up to 30 days to review this application when complete. The ACC will not process an incomplete application. If the ACC requires additional information, the 30-day period for approval starts over when the revised document(s) is/are resubmitted by Applicant to the ACC.
6. After approval, any subsequent alterations to the proposed Dwelling(s) or Improvement(s) will be submitted to the ACC for approval prior to implementation of alterations.
7. No work will commence without written approval from the ACC.
8. In the event that a Stop Work Order is issued, all work on the Lot will stop pending resolution of the issue as stated in the Stop Work Order.
9. Work must start within 180 days of approval by the ACC.

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10. Granting of approval by the ACC shall in no way serve as a guaranty or warranty as to the quality of the plans or specifications, nor the habitability, feasibility or quality of the resulting Dwelling(s) or Improvement(s).
11. Inspections by the ACC are completed only to confirm compliance with approved applications, including placement on the Lot, culvert size and installation, minimum construction standards, and the Governing Documents for the Putteet Hill subdivision and the Putteet Hill HOA.
12. Non-compliance with the Declaration of Covenants, Conditions and Restrictions, the Rules & Regulations and the Minimum Design & Construction Standards and/or this application, may result in a fine to the Lot Owner.

Owner must submit all construction plans in PDF form. Plans must include the following

- Site Plan with Square Footage of Structures, and location of Structures, Driveway, Propane Tank, Septic, Water Well, Fences, Walls, Sheds, etc.
- Elevations (with height and exterior materials), Floor Plans, Roof Plan
- Storm Drainage Plan
- Setbacks and Footprints and Height Dimensions

Please submit the application via email to: \_\_\_\_\_

[mercercer@jtmdevelopment.com](mailto:mercercer@jtmdevelopment.com)

**ALL CONSTRUCTION PLANS MUST BE  
SUBMITTED ELECTRONICALLY**

**SIGNED:**

Owner of Lot # \_\_\_\_\_, Phase # \_\_\_\_\_, Putteet Hill Street Address \_\_\_\_\_

Printed Name: \_\_\_\_\_, Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_, Email Address: \_\_\_\_\_

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_



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**SIGNED:**

Builder or Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_, Email Address: \_\_\_\_\_

Signed By: \_\_\_\_\_, Title: \_\_\_\_\_ Date: \_\_\_\_\_

**ARCHITECTURAL CONTROL COMMITTEE ("ACC") RESPONSE:**

\_\_\_\_\_ **FINAL APPROVAL**

\_\_\_\_\_ **CONDITIONAL APPROVAL SUBJECT TO (Final ACC approval is pending submittal and approval of the following requirements)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **ACC DENIAL**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

**PUTTEET HILL ARCHITECTURAL CONTROL COMMITTEE**

\_\_\_\_\_  
Tom Mercer, ACC President for Putteet Hill HOA ACC