Architectural Review New Construction Checklist

Return this form and all attachments to:
STONE OAK ARCHITECTURAL REVIEW COMMITTEE
19210 Huebner Road, Suite 100
San Antonio, TX 78258
www.stoneoakpoa.com
Office (210) 490-9481
Fax (210) 490-1394

Project Name: __________________________________________

Project Street Address: ____________________________________

Property Owner
Name: _________________________________________________
Address: _______________________________________________
Email: _______________ Phone: _______________ Fax: __________

Architect
Name: _________________________________________________
Address: _______________________________________________
Email: _______________ Phone: _______________ Fax: __________

Civil Engineer
Name: _________________________________________________
Address: _______________________________________________
Email: _______________ Phone: _______________ Fax: __________
Required Information on Site Plan (scale not be less than 1’: 40’)

- Legal Address
- Street Address
- North Arrow
- Building Footprint & Setback lines shown and dimensioned
- Section/Profile thru center of the property showing existing and proposed grades; grading plan. (if corner lot, need perpendicular to each street is also needed)
- Finished Floor Elevation (lowest ground floor)
- Elevations at Lot Corners
- Contours at maximum of two feet (2’)
- Tree Survey (all living trees within five feet (5’) of proposed improvements measuring six inches 6” (six) in diameter or greater.
- All walks/drives/parking/loading areas and other proposed improvements
- Parking lot layout calculations
- Floor Plans @ ⅛” : 1’
- Electrical Site and buildings
- Building Elevations
- Site plan- fully dimensioned, not less than 1” : 40’ (state scale), marked utility locations, routing, address legal address, north arrow, setback lines, walks/drives, other improvements
- Foundation- engineered foundation plans
- Tree survey & Topography
- Landscape & Exterior lighting; details & photos
- Written specifications
- All exterior signage with specifications
- Grading plan- existing and finished grades (note location and height of retaining walls)

Sealed Drawings

- Architects Seal & Date
- Civil Engineers Seal & Date
- Licensed Irrigator Seal & Date

Utility Plan

- Building Footprint
- Gas Service location
- Water tap location
- Sewer line location
- Electrical service location
- Phone lines
Miscellaneous

- Finish floor and ridge height elevations
- Awnings, shutters & window coverings (details and photos)
- Foundation exposure more than 12” from finished grade
- Antennae, solar panels, roof turbines, etc.
- Roof pitch
- Masonry percentage
- Screening for dumpsters
- HVAC location and screening (ground units & rooftop units)
- Please note: anything on exterior MUST be approved.

Landscape Plan

- Trees six inches (6”) diameter or larger
- New tree location
- Five (5) gallon foundation shrubs minimum 3’ O.C.
- Exterior lighting
- Finish grade over existing grade
- Landscape species/size
- Irrigation layout

Materials

- Roof Material- example & color
- Masonry- example & color
- Trim- example & color

Construction Plan

- Placement of dumpsters, fencing, port-o-lets all clearly indicated
- Indicate entrance
INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

SUBMIT:

(1) Complete set of plans
(1) 11”x17” set of plans
(1) Digital set of plans

A fee payable to Stone Oak Property Owners Association will be required at submittal as follows: Projects

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Projects &lt; 1 acre</td>
<td>$2500.00</td>
</tr>
<tr>
<td>Projects from 1 - 2 acres</td>
<td>$3000.00</td>
</tr>
<tr>
<td>Projects from 2-3 acres</td>
<td>$3500.00</td>
</tr>
<tr>
<td>Projects &gt; 3 acres</td>
<td>$3500.00 + $400.00 for each acre over 3</td>
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</tbody>
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The fee permitted by the Stone Oak Second Amended Master Plan includes, but not limited to, the following:

- Staff providing initial information regarding submittal procedure and general information regarding the submittal process.
- Review of the submittal for completeness by Staff.
- Notice to submitter of deficiencies in submittal package, if any.
- Verification of ownership of subject property.
- Confirmation of Land Use Designation.
- Determination of compliance of the submittal with Master Plan.
- Presentation of the submittal package and sample board to ARC, including any issues requiring expert review for ARC to consider.
- Schedule review of submittal by ARC.
- Review of plans, specifications and information relevant to proposed project.
- Address atypical circumstances affecting proposed project.
- Presentation of additional information requested by ARC.
- Notification of decision of the ARC.

This fee also includes four (4) physical site inspections to ensure compliance with the approved plans. Once written, final project approval is received, it will be necessary for you to contact this office:

- 48 hour prior to foundation pour
- Upon completion of framing
- Upon completion of exterior color & materials
- Upon completion of the project

NOTICE: The fee structure is based on the above reference routine procedures associated with standard submittals for proposed projects. Submittals requiring additional Staff or ARC hours due to excessive demands caused by submitter’s failure to comply with the submittal process or that requires multiple communications in response to submitter’s inquiries for status of approval, as determined by the ARC in its sole discretions, may be charged reasonable fees in addition to the amounts stated above.
My signature below indicates my clear understanding no clearing, movement of dirt, or construction can take place on noted property prior to receiving written final project approval from the Stone Oak Architectural Review Committee. Any violation of this can result in the issue of a Cease and Desist work order and attorney's fees, at the property owner's expense.

I understand I am responsible for keeping Stone Oak streets free of trash and construction debris, and any signage is required to be submitted to, and approved by, the Committee prior to installation or display.

Signature of Builder/Developer ___________________________ Date: ______

Printed Name ___________________________

Signature of Property Owner if different from Developer

____________________________________ Date: ______

Printed Name ___________________________

Please list below any other contacts you would like copied on email correspondence:

Name: ___________________________ Email: ___________________________

Name: ___________________________ Email: ___________________________

Name: ___________________________ Email: ___________________________
Sample Board Examples