



**ARCHITECTURAL CONTROL COMMITTEE
APPLICATION**

OFFICES AT THE CROSSING
Return to: 7266 Crosswater, Tyler, TX. 75703
Phone: (903) 592-8634, Fax: (903) 592-8691
E-Mail: mike@crossingtyler.com

Date Submitted: _____ Date Received: _____

Property Owner: _____ Phone:(hm) _____ (cell) _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Architect: _____ Phone: _____

Mailing Address: _____ City: _____ State: ___ ZIP: _____

CONTRACTOR

Contractor: _____

Email Address: _____

Telephone: _____

Projected Start and Completion Dates: _____ (start) _____ (finish)

Who will be Performing Work? (contractor or homeowner) _____

REQUESTED APPROVAL:
(check all that apply)

- Office Structure
- Fence
- Landscaping

STRUCTURE INFORMATION:

Lot: _____ Legal Address: _____

Type of Construction: _____

Floor Area Square Footage: _____

Total Square Footage Under Roof: _____

- Detached Structure
- Mailbox
- Other

The following materials must be submitted with your application. This checklist is to assist you in submitting a complete application. Please do not turn in your application until ALL ITEMS HAVE BEEN COMPLETED except those that may be submitted at a later date. If you have any questions then please contact an ACC representative at the numbers listed above.

PLANS:

One (1) full set of plans is required.

- Site Plan – An approved Site Plan from survey is required containing the following information:
 - a) Scale and north arrow;
 - b) Address of site;
 - c) Property dimensions and names of adjacent roads;
 - d) Location and dimensions of existing and proposed structures (such as porches, decks, garages, driveways, pool or spa, etc) with appropriate setbacks (including any easements);
 - e) Distances between structures;
 - f) Locations of sidewalks and any other types of walking paths;
 - g) Location of fence, if any, on property.
- Elevations. Complete elevations of front, side and rear containing the following information:
 - a) Dimensional elevations of structure(s) drawn to scale.
 - b) Please show types of exterior materials as well as exterior color scheme (type of facade, accents, roofing material) on elevation;
 - c) Location and elevations of exterior lighting (if any) for all structures.
- Architectural Design.
 - a) Color and material finishes for exterior structure(s);
 - b) Any type of perspective drawings, photographs, catalog pictures, color renderings, or other graphics which accurately represent the proposed project.
- Drainage Plan. A storm water drainage plan is required for the site (generally, approval will be denied if adjoining properties are adversely affected by changes in drainage) with the following information.
 - a) Direction of storm water flow;
 - b) Location of any underground pipes;
 - c) Location of any retainage areas;
 - d) Location of any discharge points.
- Landscape Plan. The landscaping plan shall contain the following information:
 - a) Proposed landscape plant materials to be placed on site in list form with type, size, and number and with a legend to identify on the site plan;
 - b) The type and spacing of plantings must be illustrated on the site plan matching legend;
 - c) Location of any existing trees or plants that must be retained;
 - d) Location of any retaining walls with dimensions and type of materials being used;
 - e) Location and materials for any other type of landscaping structures separate from building structure.
- Mailbox.: A mailbox plan must be submitted prior to construction with the following information:

- a) Any type of perspective drawings, photographs, catalog pictures, color renderings, or other graphics which accurately represent the proposed project.
- b) A drawing showing types of exterior materials as well as exterior color scheme (type of façade and accents) on elevation.

Fencing Plan. Please fill in information below:

ALL FENCE APPLICATIONS MUST BE SUBMITTED WITH A LOT SURVEY (OR PLAT DRAWING) WHICH IDENTIFIES THE FENCING LOCATION AND DIMENSIONS.

FENCING TYPE (ex. Ornamental iron, stone, brick etc.): _____

COLOR/FINISH: _____ HEIGHT: _____

COLUMNS MATERIALS (ROCK, BRICK, WROUGHT IRON, ETC. IF ANY) _____

Number of Gates: _____ (Indicate on Lot Survey)

Please also remember the “finished” side of the fence must face out!

Additional Notes to the Applicant

1. Applicant understands that the landscape plan, fencing plan and mailbox plan can be submitted at a later date with another application per the fee schedule below.
2. Applicant understands that the final location of the proposed structure(s) on the site will be determined when the corner boundaries are staked on the ground. Developer/ACC reserves the right to move the location to keep any trees per the Covenants, Conditions and Restrictions and Architectural Controls for Offices at The Crossing. No clearing can be started until the Developer has approved the final location of the proposed structure(s) on the ground.
3. Applicant understands that the final driveway and sidewalk layouts (when forms are up) must be approved by the ACC or Developer before installing.
4. Applicant understands that the owner is responsible for any damage to utility lines (public or private) that run in front or on the site. Applicant must have Developer locate any private utility lines that are located on or near the site prior to digging.
5. ACC/Developer may require “mock-ups” of proposed materials for exterior surfaces prior to installation.

OFFICE ADDITIONS, EXTENSIONS OR RECREATIONAL USES:

CHECK ALL THAT APPLY:

OFFICE ADDITION

CHANGES IN OFFICE ELEVATION

PATIO/PORCH OR DECK

LANDSCAPING STRUCTURE

OTHER: (PLEASE DESCRIBE) _____

ALL ITEMS LISTED ABOVE MUST BE SUBMITTED WITH A DETAILED PLAN AND SPECIFICATION OF EACH ITEM. PLANS SHOULD INCLUDE A DETAILED ELEVATION AND PLAN VIEW OF THE STRUCTURE. SPECIFICATIONS SHALL INCLUDE ALL COLOR SELECTIONS AND BUILDING MATERIALS TO BE USED. ALL ITEMS MUST BE SUBMITTED WITH A COPY OF THE LOT SURVEY AND ALL STRUCTURE LOCATIONS MUST BE IDENTIFIED ON THE SURVEY. PHOTOGRAPHS OR CATALOG PICTURES ARE ALSO HELPFUL FOR REVIEW.

Applicant understands and agrees:

1. Owner(s) is responsible for obtaining all necessary permits
2. I understand that no construction activity shall take place prior to the approval of the ACC. The ACC will take a minimum of eight (8) days and a maximum of thirty (30) days to approve the project. If alterations

are made prior to approval I may be required to return the property to its former condition at my own expense if this application is not approved wholly or in part, and that I may be required to pay all legal expenses incurred if legal action becomes necessary.

3. I understand that members of the Architectural Control Committee are permitted to enter on my property to make reasonable inspection of proposed construction locations.
4. It is understood that I am aware of the Covenants, Conditions and Restrictions and Architectural Controls for Town Center at The Crossing with regard to the review process.
5. It is understood that I am aware of the Design Guidelines for Town Center at The Crossing with regard to the review process.
6. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner as per plans submitted.
7. Installation or changes made prior to receiving proper approval is a violation of the Declaration and could result in penalties and/or fines.
8. The approval by the ACC shall not be construed as a representation, warranty or assurance by the ACC or the Developer that the proposed improvements comply with applicable statutes, laws, ordinances, codes, rules, regulations and requirements and shall not constitute the assumption of any liability on ACC or Developers part for their accuracy or compliance with such statutes, laws, ordinances, codes, rules, regulations and requirements.

Signature of Applicant: _____ Date: _____

Please allow 15 days review time for any application.

POSSIBLE REASONS FOR DENIAL (for office use only)

- Incomplete application.
- Incomplete drawings, photos, unclear photos, lack of proper labeling.
- Building materials not indicated on plans/elevations.
- Other _____

Fee Schedules: A check payable to “Werner-Taylor Land & Development, L.P.” for the appropriate amount below is required with the application.

New Office Residential Style Build: \$100.00

Additions or improvements to existing offices: \$150.00

Landscaping, Fencing or Mailbox Plans (if not submitted with original application) \$50.00

Approved: Yes _____ **No** _____ **Conditional:** _____ (See comments below or Attached)

Property Owners Signature: _____ **Date:** _____

ACC Member Signature: _____ **Date:** _____

Comments: _____

