



**COMMERCIAL ARCHITECTURAL CONTROL
COMMITTEE APPLICATION**

THE TOWN CENTER 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:** _____

Email Address: _____

Address of Site: _____

CONTRACTOR

Contractor: _____

Email Address: _____

Telephone: _____

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. 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) Existing and finished grades at 2-foot contours;
 - e) Location and dimensions of existing and proposed structures with appropriate setbacks, parking dimensions, and driveways. Also include ingress and egress patterns through the site with arrows;
 - f) Location of load/unload parking zones
 - g) Locations of sidewalks and any other types of walking paths;
 - h) Locations of all trees on site, if any;
 - i) Location, dimensions, and description of common open space and any recreation areas;
- 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.
- Elevations. Complete elevations of all proposed construction and related elevations of any existing structures (if any) are required containing the following information:
 - a) Dimensional elevations of building drawn at 1/8" – 1.0 inch scale or something comparable. Please show types of exterior materials on elevation;
 - b) Location and elevations of exterior lighting for building and parking areas.
- Section Profiles. Two (2) Section profiles through the site are required containing the following:
 - a) Scale;
 - b) Building(s);
 - c) Landscaping against building when installed;
 - d) Outdoor light fixtures and standards;
 - e) Signs.
- Architectural Design.
 - a) Color and material finishes for exterior buildings and any accessory structures;
 - b) Any type of perspective drawings, photographs, catalog pictures, color renderings, or other graphics which accurately represent the proposed project.
- Landscape Plan. The landscaping plan shall contain the following information:
 - a) Proposed landscape plant materials to be placed on site;
 - b) The type, size, number and spacing of plantings must be illustrated
 - 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.
- Site Lighting. Plan must show location and type of lighting for structures and parking lots;
- Signs. A detailed profile of any detached sign must show the following; See Separate form.
 - a) Location, size, shape and materials being used to construct the sign;
 - b) Lettering style and materials being used;
 - c) Any type of lighting on or around the sign.

OWNER CERTIFIES THAT:

1. The information set out above and attached to this application is accurate and complete.
2. The proposed structure(s) will conform to the approved application, the Crossing Town Center Design Guidelines, and the City of Tyler governmental regulations.

Notes to the Applicant:

1. Lot 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 The 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 30 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 Construction Application: \$300.00

Additions or improvements to existing structures: \$200.00

Landscaping Plans (if not submitted with original application) \$150.00

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

Property Owners Signature: _____ Date: _____

ACC Member Signature: _____ Date: _____

Comments: _____

