

New Construction Design Review Checklist Rev. July, 2017

MSR New Construction Application (2 copies) – Please include the following:

- ___ Date Application Prepared
- ___ Owner's name
- ___ Mountain Springs Ranch Lot Number
- ___ Mountain Springs Ranch Street Address
- ___ Owner's contact information (address, phone number, email address)—(may NOT be the builder's info)
- ___ Address for where to send approved plans
- ___ Builder's Name
- ___ Builder's contact information (address, phone number, email address)
- ___ Architect's Name
- ___ Owner Signature
- ___ Builder Signature
- ___ Heated and Total Square Footage of the Home (must match the architectural plans)
- ___ Design Review Fee Check (\$200)
- ___ Builder Bond Check (\$1000)
- ___ Landscape Deposit Check (\$1000)
- ___ Checkbox if plan review is to be expedited (additional \$100)

Site Plan (2 hard copies) – *min scale 1"=20'* Please include the following information:

- ___ Owner's name
- ___ Mountain Springs Ranch Lot Number
- ___ Mountain Springs Ranch Street Address
- ___ North Arrow and scale.
- ___ Property lines with dimensions and bearings.
- ___ Setback lines
- ___ Easement lines
- ___ Adjacent street names
- ___ Proposed location of home
- ___ Dimensions from corner of outermost extension of eaves to adjacent property line for all sides
- ___ Proposed driveway and driveway material (asphalt, concrete, exposed aggregate, 2-course c hip 'n seal)
- ___ Finish Floor Elevation (FFE) of each floor and garage
- ___ Septic system location as specified in Comal County OSSF Permit
- ___ Trash Container(s) location and screening provision
- ___ Proposed two-foot contour lines (this is required only if you are requesting setback variance)
- ___ Location of underground LP tank, if applicable
- ___ Location of electrical meter rack (see the website for more specific requirements)

NOTE: All brush piles/downed trees/foilage debris on a lot must be removed PRIOR to slab forms being constructed. The debris includes fallen trees and root balls. Debris may be hauled off, mulched with mulch spread across the lot or burned in accordance with the Comal County Fire Marshal's burn requirements.

Architectural Plans (2 hard copy sets) – *minimum scale of 1/4"=1'-0"*

FLOOR PLANS

- ___ Owner Name
- ___ Lot Number
- ___ Street Address
- ___ Architect Name and Contact Information
- ___ Date Drawn
- ___ Interior rooms dimensioned and named
- ___ All window and door openings shown
- ___ Roof overhang with a dashed line
- ___ Total square footage of structure
- ___ Heated square footage of structure (Refer to your specific Unit Supplemental Declaration of Covenants, Conditions and Restrictions.)

BUILDING ELEVATIONS

REMINDER: Construction Materials - Masonry Requirement

- Masonry materials are natural quarried stone, quarried rock and stucco. Manufactured stone will be treated as non-masonry material. Hardi Plank or other cement board products are classified as non-masonry. Brick may be used only for accents (i.e., window trims, sills, columns, etc.).
- Front and side exterior walls must be constructed ONLY with masonry materials.

- In non-gated units only the REAR walls may have non-masonry not to exceed 25% of the non-windowed exterior surface of the rear walls.
- Gated communities require 100% masonry.

___ Front, rear and two side elevations.

___ All elevations labeled and drawn according to scale

___ Building Height specified on elevation from plate line to highest point on the structure

___ Exterior finishes specified

___ Specific description of roofing material including manufacturer, style name and color

___ All decks and terraces drawn

___ All chimneys shown with cladding material specified (must be stucco or stone)

___ Location of exterior light fixtures and manufacturer's information of specific fixtures qualifying under the ASDG Section 10.3 guidelines. Note: All exterior lighting must be submitted to the ACC for review and approval before installation.

Other Information Required (2 copies)

___ Paint chips for exterior colors for stucco and trim (one copy may be a photocopy of the original).

Include colors for any decorative exterior columns, garage doors, front door, shutters.

___ Stone color (printed photograph or emailed .jpg preferred over sample piece)

