



MASTER ARCHITECTURAL CONTROL COMMITTEE  
ADDITION/REMODEL PLAN REVIEW CHECKLIST

Application Packages should contain the following information:

Site/Construction Plan (1"=10' min)	Landscape Plan & Application or Deferral Request
Floor Plans (1/4"=1'0")	Sample Board with Exterior Colors
Roof Plan (1/4"=1'0")	Design Review and Compliance Fees
Exterior Elevations and Details (1/4"=1'0" min)	Pool Plans & Application
Demolition Plan (1/4" = 1'0" min.), if applicable	

Three (3) full-size sets of plans and two (2) 11" x 17" size sets of plans must be provided. The following information must be included on all submissions in order to be accepted for review:

<input type="checkbox"/> Design Review and Inspections Fee - \$1,500	<input type="checkbox"/> Compliance Deposit - \$5,000
<input type="checkbox"/> Address & Subdivision	<input type="checkbox"/> Homeowner Name
<input type="checkbox"/> Site Plan at 1"=10' minimum	<input type="checkbox"/> Impervious cover calculations
<input type="checkbox"/> Site dimensions	<input type="checkbox"/> Roof pitches and materials indicated
<input type="checkbox"/> Property Lines	<input type="checkbox"/> Building Height per restrictions
<input type="checkbox"/> Existing and proposed contours	<input type="checkbox"/> All windows and doors wood
<input type="checkbox"/> Setbacks	<input type="checkbox"/> Overhangs called out
<input type="checkbox"/> Easements and Encroachments	<input type="checkbox"/> Chimney materials
<input type="checkbox"/> Utility locations and proposed trench lines	<input type="checkbox"/> Square footage and 1 <sup>st</sup> and 2 <sup>nd</sup> floor ratios
<input type="checkbox"/> HVAC unit locations and screening	<input type="checkbox"/> Max exposed masonry lug to finished grade
<input type="checkbox"/> Driveway and off-site parking locations	<input type="checkbox"/> Silt fencing location
<input type="checkbox"/> Sidewalks, patio, covered porches	<input type="checkbox"/> Const. entry of 3"-5" rock at least 10'x15'
<input type="checkbox"/> Accessory site development	<input type="checkbox"/> Chain link construction, screening/fencing locations
<input type="checkbox"/> Tree survey if applicable	<input type="checkbox"/> Dumpster location
<input type="checkbox"/> Swimming pool location	<input type="checkbox"/> Materials storage location
<input type="checkbox"/> Fencing design and color	<input type="checkbox"/> Port-o-let location

\_\_\_\_\_ Building location and top of foundation elevations

\_\_\_\_\_ Signed Compliance Deposit Agreement

\_\_\_\_\_ Written description of post development drainage patterns or grading plan

\_\_\_\_\_ Signed Contractor/Builder Agreement

\_\_\_\_\_ Contractor/Builder liability insurance certificate  
(See Section 5.13 of the Architectural Guidelines)

Note: A variance application and fee of \$750 must be submitted if any variance is requested.

**Please return the requested information to:**

Barton Creek North POA - MACC  
c/o FirstService Residential  
5316 W US Highway 290 Ste. 100  
Austin, TX 78735  
[ACC.CTX@fsresidential.com](mailto:ACC.CTX@fsresidential.com)