



# ***Braun Station West***

Community Improvement Association, Inc.

8630 Tezel Road

San Antonio, TX 78254-2236

Phone: (210) 680-3009

Fax: (210) 521-2728

## ***Building or Improvement Request Form***

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To protect Owner's rights and property values, the Amended And Corrected Declaration of Covenants, Conditions And Restrictions Braun Station West (herein, "the Declaration"), recorded at Volume 7529, Page 88, Real Property Records of Bexar County, Texas prohibit the erection, placement, or changes made to design after original construction of buildings, improvements and/or fences, on any lot until construction plans and specifications and a plot plan showing the location of the structure or improvements has been submitted and approved by the Architectural Control Committee **prior** to commencing the erection, placement or changes to design after original construction of buildings, improvements and/or fences. APPROVAL IS CONDITIONED UPON THE COMMITTEE'S FINDING THAT THE SUBMITTED PROPOSAL IS IN COMPLIANCE WITH THE RESTRICTIONS AS TO USE, QUALITY OF WORKMANSHIP AND MATERIALS, HARMONY OF EXTERNAL DESIGN AND EXTERNAL COLORS WITH EXISTING AND PROPOSED STRUCTURES, AND LOCATION OF IMPROVEMENTS WITH RESPECT TO TOPOGRAPHY, FINISHED GRADE ELEVATION, LOT BOUNDARY LINES AND BUILDING LINES. Be sure to complete this form in detail.

I UNDERSTAND THAT THE ARCHITECTURAL CONTROL COMMITTEE (ACC) WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE, BUT IN NO EVENT WILL IT BE LATER THAN THIRTY(30) DAYS AFTER SUBMISSION HEREOF, AND I WILL BE INFORMED IN WRITING REGARDING THEIR DECISION. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT WITHOUT WRITTEN APPROVAL FROM THE ACC. I UNDERSTAND THAT NO APPROVAL SHALL BE GRANTED BY THE ACC IF THE PLANS VIOLATE ANY PROVISIONS OF THE DECLARATION, **REGARDLESS** OF WHETHER OR NOT THE ACC RESPONDS WITHIN THE AFOREMENTIONED THIRTY (30) DAYS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Construction Start-up Date

\_\_\_\_\_  
Estimated Completion Date



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Owner's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Briefly describe the improvement which you propose: \_\_\_\_\_

\_\_\_\_\_

Who will do the actual work on this improvement? \_\_\_\_\_

\_\_\_\_\_

Location of improvement (check actual area that applies):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Front of house   | <input type="checkbox"/> Back of house | <input type="checkbox"/> Side of house |
| <input type="checkbox"/> Roof of house  | <input type="checkbox"/> Garage        | <input type="checkbox"/> Patio         |
| <input type="checkbox"/> Other (please explain under comments below or on attached sheet) |  |  |

Material(s) to be used for the improvement (check all applicable items):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Bricks - Color _____ | <input type="checkbox"/> Cement                                      | <input type="checkbox"/> Stucco               |
| <input type="checkbox"/> Wood - Color _____   | Natural <input type="checkbox"/>                                     | <input type="checkbox"/> Electrical           |
| <input type="checkbox"/> Siding - Color _____ | Aluminum <input type="checkbox"/>                                    | <input type="checkbox"/> Fencing (type) _____ |
| <input type="checkbox"/> Stain - Color _____  | <input type="checkbox"/> Other (please explain under comments below) |   |

1. Include plot and building plans, and specifications, showing the location, dimensions, and orientation to boundary lines and setback lines of the proposed building(s), improvements and/or fences drawn to scale. If a variance to setback lines is being requested, specify the reason for the variance request and annotate the plot plan to show actual location of any existing physical objects, e.g. trees, upon which the variance request is based.

2. For room additions, storage buildings, patios and covers, decks, pools and spas, you may need to obtain a construction permit from the city or county within thirty (30) days of the date of approval by the ACC.

3. For major landscaping, the plans/drawings should be submitted.

Requester's comments (use additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





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## **Homeowner's Checklist of Information Needed for ACC Review**

### **SHEDS**

- Drawing showing positioning of shed on lot
- Distance of shed from lot line
- Description of shed to include: materials of structure; roof; foundation, if any; color of structure and roof (or it may simply say "to be similar in color to the house")
- Size of shed (e.g. 10 x 10)
- Height of shed at peak

### **FENCES**

- If a new fence (not replacing an old one\*), a plot plan must be included, showing location of fence
- Description of materials and color, if applicable

***\*Note: If replacing fence with same style of fence and in same location, no need to submit a Building or Improvement Request Form***