



# ***Braun Station West***

Community Improvement Association, Inc.

8630 Tezel Road

San Antonio, TX 78254-2236

Phone: (210) 680-3009

Fax: (210) 521-2728 E-Mail: bswcia@sbcglobal.net

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

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The purpose and role of the Architectural Control Committee (ACC) is to ensure the Covenants and applicable deed restrictions pertaining to Braun Station West (BSW) continue to help protect owner rights, property values, and the continuance of BSW as a strong, active Homeowner Association and sought after neighborhood.

The Covenants, which are posted on the BSW web site at [www.braunstationwest.com](http://www.braunstationwest.com), require submitting a Building or Improvement Request Form before beginning the erection, placement, or changes of buildings, or improvements of any character, and on any lot, until approval by the ACC. The Form (also available on the website) is to be completed in detail.

Approval is contingent upon ACC researching the Covenants, Bylaws and, if applicable, BSW Policy and Procedures, to determine if the proposed erection, change, or improvement submitted conflicts with the guidance contained within.

Since this information is readily available, either on-line or by visiting the BSW office, you should review paragraphs pertaining to location on lots, easements, temporary structures, fences, etc. contained in the BSW Covenants when considering and preparing your submission.

Some projects may require building permits, code compliance, or other licensing by the City of San Antonio. Neither the ACC, Board of Directors nor Manager of BSW researches potential City requirements, therefore, it remains the sole responsibility of the owner/resident/contractor to obtain pertinent documentation prior to starting the project. If the project requires City documents, a copy of the document(s) needs to be submitted to BSW after obtained.

By signature below, the applicant(s) acknowledge being informed of these requirements and potential restrictions, and agrees not to begin construction, placement of buildings, changes, or improvements of any character without written approval:

\_\_\_\_\_  
Signatures of Owner/Co-owner & Date

\_\_\_\_\_  
Construction Start Date

\_\_\_\_\_  
Signatures of Owner/Co-owner & Date

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

The ACC will act upon this request as soon as reasonably possible, but not later than thirty (30) days after received by BSW. You will be informed of approval, need for additional information, or disapproval by receipt of a copy of this Form.



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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):

- Front of house
- Back of house
- Side of house
- Roof of house
- Garage
- Patio
- Other (please explain under comments below or on attached sheet)

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

- Bricks - Color \_\_\_\_\_
- Wood - Color \_\_\_\_\_
- Siding - Color \_\_\_\_\_
- Stain - Color \_\_\_\_\_
- Cement \_\_\_\_\_
- Stucco \_\_\_\_\_
- Electrical \_\_\_\_\_
- Fencing (type) \_\_\_\_\_
- Other (please explain under comments below)

1. Drawings are to include plot, building plans, specifications showing the location, dimensions, and orientation to the boundary lines and setback lines of the proposed construction/building, improvement(s) and/or fences, walkways, etc. drawn to scale.
2. Room additions, storage buildings, patios and covers, decks, pools, and spas may require permits, code compliance and/or licenses from the City of San Antonio. Copies of approved documents are to be submitted to BSW after obtained.
3. Major landscaping that materially and aesthetically alters the lot appearance requires plans/drawings, types and list of materials, shrubs, plants, trees, etc. to be submitted for approval prior to beginning the project.
4. Remember, all applicable City permits, code compliance, licensing, etc. remains the responsibility of the owner/resident/contractor and must be obtained before construction begins. Copies are to be submitted to BSW after obtained and will be attached to the Form submitted.
5. Renters who have received permission for a project from the owner must complete the Form and have the owner sign the form prior to presenting to BSW.

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



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### ACC ACTION

- Approved as submitted
- Contingent approval (See Comments)
- Disapproval (See Comments)
- Approved with variance (See Comments)

#### NOTES:

1. Plans not approved must be resubmitted after changes have been made to conform to the restrictions.
2. Plans approved contingent on changes outlined below must be followed up with a letter to the Braun Station West Architectural Control Committee indicating acceptance and compliance.
3. Plans must be submitted to the City of San Antonio Building Inspection Department for building permit and code compliance.

ACC COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

===== Office Use =====

Date Request Received by BSW: \_\_\_\_\_

Date Request Returned to Submitter: \_\_\_\_\_

Processed by: \_\_\_\_\_

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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 repairing or replacing your fence with the same style, materials, height, and in the same location, a Building or Improvement Request Form is not required.***