



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

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):

____ 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 _____ ____ Cement ____ Stucco
____ Wood - Color _____ Natural _____ ____ Electrical
____ Siding - Color _____ Aluminum _____ ____ Fencing (type) _____
____ Stain - Color _____ ____ 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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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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