



## New Home Construction Review Process

The official submittal of plans and specifications to the Architectural Control Committee (ACC) is to provide a review process for conformance to guidelines and standards, adopted by the ACC. All new construction, subsequent construction, remodeling with exterior exposure, expansion and demolition of structures must be reviewed and approved by the ACC prior to commencement of any one-site building or construction activity.

The site plan, architecture, landscape and irrigation plans (if any) must be approved in writing by the ACC and a pre-construction meeting to identify existing trees and utilities. This must take place before construction begins. A final inspection before closing of the property is also mandatory.

Reasonable variances may be granted upon written request as long as the variance shall be in conformance with the overall intent of the master plan for the improvement and development of property. All applicants must comply with the conditions for approval that may be imposed on a variance. Each builder/owner must address the variance request in writing and the reason(s) why the request should be granted.

Submittals to be delivered/sent to the attention of the ACC, care of:

**Inframark ARC Dept.**  
**2002 W. Grand Parkway N. Suite 100**  
**Katy, TX 77449**  
**Phone: 281-870-0585**  
[www.modifications@inframark.com](mailto:www.modifications@inframark.com)

### Submittal Requirements

Only complete submittals will be reviewed. Builder will have responsibility for compliance with all governing codes and ordinances.

### Architectural Plan and Site Plan Submittal:

Check for \$1,425.00 AND a check for \$1,000.00 Refundable Deposit both made out to The Reserve at Autumnwood.

Certificate of Insurance, \$1,000,000.00 Commercial General Liability and Automobile naming The Reserve at Autumnwood as an Additional Insured with Certificate Holder status

1 set of 11 x 17 plans showing:

- All elevations
- Square Footage on plans
- Floor Plans –**MUST HAVE STAMPED FOUNDATION PLANS**

1 - 11 x 17 Plot Plan showing

- Setbacks - Building Lines
- Drainage



- Fencing - type and locations if any
- Drive Placement and Size
- Location of exterior ground mounted equipment such as condenser unit(s), water well, septic system, etc.

**Exterior Materials Selection:**

Brick - manufacturer and name (sample may be required)  
Stone - manufacturer and name (sample may be required)  
Stucco - Color - manufacturer and number or name  
Paint – Color – manufacturer and number or name  
Trim - Color - manufacturer and number or name  
Shutters – Style - Color of paint or stain  
Any other  
Roofing - Manufacturer and color or blend  
Specialty Paving Material – Product brochure, color, shape, etc.

**Landscape and Irrigation Plans:**

- Landscape plans showing type and sizes of landscape materials arranged on plan
- Irrigation Plans

**Pre-Construction Inspection:**

- Ribbon survey indicating the location of the building pad clearing area and existing trees to be preserved prior to any clearing and construction.
- Required for construction.

**Final Review:**

- Mandatory approval review from the street required for deposit return.

**Building Permits:**

In addition to the submittal requirements for The Reserve at Autumnwood ACC, applicants shall also comply with Montgomery County requirements and/or local governing authorities for the Building Permit Review Process.

**Disclaimer:**

Neither The Reserve at Autumnwood or the members of the Architectural Control Committee (ACC) or its representative, their successors or assigns, shall be liable in damages to anyone submitting plans to them for approval, or to any owner or lessee of any parcel affected by these restrictions, by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve any plans submitted. Every person who submits plans to the Committee for approval agrees by submission of such plans, and every owner or lessee of any parcel within the property agrees, by acquiring title thereto or interest therein, that he will not bring any action or suit against The Reserve at Autumnwood, the members of the ACC, or its representatives, to recover any damages.



## New Home Construction Application

Prior to construction, all new home plans must be submitted to The Reserve at Autumnwood Architectural Control Committee for review. It is the applicant's responsibility to ensure compliance with The Reserve at Autumnwood Deed Restrictions and Design Guidelines. Submittals are to be sent to Inframark 2002 W. Grand Parkway N. Suite 100, Katy, TX 77449. TWO checks payable to The Reserve at Autumnwood with the required ONE TIME Submittal Fee of \$1,425.00 and a \$1,000.00 refundable deposit per plan.

Date Submitted: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_ Email: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Plot Plan Information:

Lot/Block/Section:     /     /     Address: \_\_\_\_\_

Setback Distances from Property Lines:             Front \_\_\_\_\_ ft. Right Side \_\_\_\_\_ ft. Left Side \_\_\_\_\_ ft.

Setback Distance from Side Street if Corner Lot: \_\_\_\_\_ ft.

Setback Distance for Detached Accessory Building:             Front \_\_\_\_\_ ft. Side if corner Lot \_\_\_\_\_ ft.

### Home Information:

Living Area SF 1<sup>st</sup> Floor \_\_\_\_\_ sf Living Area SF 2<sup>nd</sup> Floor \_\_\_\_\_ sf % Masonry \_\_\_\_\_ %

No. Car Garage \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

*Owner Signature*

*Date*

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Review and approval is made on the basis of dimensional and aesthetic considerations only, and the ACC shall bear no responsibility for ensuring the structural integrity or soundness of approved plans or construction, nor for ensuring compliance with building codes and other governmental requirements, nor for ensuring that all structures are of comparable quality, value or size, of similar design, or aesthetically pleasing or otherwise acceptable to neighboring property owners.

Phone: (281) 870-0585

[Email: modifications@inframark.com](mailto:modifications@inframark.com)



## Exterior Selections, Landscape Plan, Irrigation Plan

Date Submitted: \_\_\_\_\_

Lot/Block/Section: \_\_\_ / \_\_\_ / \_\_\_\_\_ Address: \_\_\_\_\_

### Exterior Material & Color Selections (Include Manufacturer)

Brick: \_\_\_\_\_ Trim Paint: \_\_\_\_\_

Stucco: \_\_\_\_\_ Roof: \_\_\_\_\_

Stone: \_\_\_\_\_ Shutters: \_\_\_\_\_

Paint: \_\_\_\_\_ Stain: \_\_\_\_\_

Other Exterior Items:

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**Please attach color chips and/or brochures with pertinent information checked or noted.**

### Check if submitting:

Landscape Plans \_\_\_\_\_

Irrigation Plans \_\_\_\_\_

Septic System Plans \_\_\_\_\_

Propane Tank Location \_\_\_\_\_  
(Ranches Section Only)

Other Improvements \_\_\_\_\_ specifically \_\_\_\_  
(such as swimming pool, accessory building, fence, etc.)



## RESERVES AT AUTUMNWOOD NEW CONSTRUCTION CHECK LIST

1. Building Set Back Lines
  - a. Front – 50'
  - b. Rear – 20'
  - c. Sides – 10', adjacent to street = 50'
  - d. Accessory Buildings – 200' from front property line & 100' from the side street
2. Square footage
  - a. 2 story – min. = 1600 on the first level, 2500 total
  - b. 1 story – min. = 2500
  - c. Minimum house width – 70', variances granted by Dev.
3. Foundation – Not less than 12" above finished grade, signed and sealed by professional engineer.
4. Garage - Side loading or rear-loading, 2 min. bays. Max = 5, detached must be connected with a common roofline or covered walkway. If attached, 5' setback from front elevation.
5. Culverts – Require headwalls with same materials as house.
6. Exterior Materials - 65% brick, stone or stucco. Roof may be composite, slate, simulated slate or ceramic tile.
7. Roof Pitch - Minimum = 8 on 12, porches and overhangs may be 5 on 12.
8. Driveway – min. of 10' wide and 5' from side property line, curvilinear where possible. Must be installed first before any other construction.
9. Landscaping & Irrigation - ACC approval beyond 10' of bldg.. pad, 2' beyond the driveway. 50' veg. buffer maintained on a special list of lots.
10. Drainage – no interference with the natural drainage patterns
11. Septic Systems - required and permitted.
12. Fencing - No barbed, hurricane (link) or white pickets. Allowed = iron, wood, split rail masonry or synthetic, brick or masonry columns. 4' tall non-privacy allowed from entry to privacy fencing. Color must harmonize with home.
13. Brick Mailbox & address plaque – address included on masonry mailbox column, no closer to the road than 18", no less than 42" or more than 54" in ht.
14. Walkways – width between 4' and 6'
15. Lighting – directed downward, not bright, no exposed fixtures, no bleeding to next lot.
16. Tree Protection – No trees over 12" caliper (measured at 1' from base) shall be removed.