



ARCHITECTURAL REQUEST

Name: _____ Date: _____

Address & Lot #: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

In order for your application to be reviewed, you must submit all required information for your application to be deemed complete. Please note failure to provide this information may cause a delay in the review process. Provide a detailed description below:

The following additional information must accompany each request:

1. Plot Plan/Survey with the project's location: a bird's eye view drawn to scale indicating all dimensions (length, width, height, square footage) and distance to property lines and setbacks. For fencing, indicate existing fences and if you will be attaching or abutting, plus setback dimensions and the location and size of any gate(s).
2. Materials List for exterior walls and roofing. For landscaping requests, include a list of plants to be used with locations shown and the size of plant type at maturity. All retaining walls (stone, brick, masonry) should also be noted.
3. Indicate color(s) for all exterior surfaces and roofing, and include paint/stain samples. If an addition is made, please note how it will match the existing home.
4. Provide architectural drawings and elevations of the proposed project, including Square Footage of all areas/floors.
5. Drainage Plan and/or landscaping plan as applicable. Lighting plans, including landscape lighting, as required by the City of Kerrville, per Ordinance 2023-03. Please provide evidence of the City's approval.
6. If the project includes Wind or Solar energy components, please provide details on design and location.
7. For major projects (home, guest house, garage, pool), a \$500 fee is due with this application. In addition, a \$1,500 deposit is due from the contractor/builder to cover potential damage to the roadways and common areas during the project. (A signed Contractor Notice and Contractor Deposit Policy should accompany this application.)

Please mark the box with an "X" beside your proposed project type. The numbers in parentheses correspond to the required attachments for each project.

<input type="checkbox"/> Original Home Construction	<input type="checkbox"/> Guest House, Storage Shed, or Garage
<input type="checkbox"/> Fence, Retaining Wall	<input type="checkbox"/> Pool, Pool House
<input type="checkbox"/> Deck, Screened Porch, Patio	<input type="checkbox"/> Play Equipment, including Basketball goals, Swing set
<input type="checkbox"/> Landscaping, Drainage, Lighting	<input type="checkbox"/> Other as applicable

REQUIRED FOR ALL EXTERIOR MODIFICATIONS: Signatures of all directly adjoining neighbors

My signature acknowledges that I am aware of my neighbor's proposed improvement(s)/addition(s). If I have any concerns or questions about this proposed project, I will direct them to the Board of Directors and/or Architectural Committee.

NAME	SIGNATURE	ADDRESS	LOT #
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CHECKLIST:

- DOES THE PRIMARY RESIDENTIAL DWELLING HAVE CONDITIONED SPACE OF AT LEAST 2,400 SQUARE FEET ON THE MAIN FLOOR?
- ARE EXTERIOR WALLS CONSTRUCTED WITH BRICK, STONE, OR STUCCO, AND TOTAL $\geq 90\%$ OF THE TOTAL EXTERIOR AREA?
- IS EXTERIOR DESIGN COMPATIBLE WITH STYLE, COLORS, AND TEXTURES UTILIZED ELSEWHERE WITHIN THE DEVELOPMENT?
- IS THE ROOFING COMPRISED OF SLATE, STONE, STANDING SEAM METAL (NON-SHINY), CONCRETE, OR CLAY TILE?
- ARE GARAGES FACING AWAY FROM THE ROADWAY/STREET? (MINIMUM 90 DEGREES SQUARE FROM THE STREET)
- IS THE MAIN DWELLING 30' FROM THE FRONT PROPERTY LINE (OR 50' FROM THE CURB, WHICHEVER IS GREATER)?
- ARE ALL STRUCTURES AND DRIVEWAYS AT LEAST 20' FROM A SIDE PROPERTY LINE?

I understand that no improvement may be erected, placed or constructed, painted, altered, modified, or remodeled on any Lot without the prior written approval from the Board of Directors.

I understand that this application will be reviewed by the Architectural Control Committee (ACC) and/or the Board of Directors. I further understand that the ACC and/or the Board of Directors has the authority to approve, approve with conditions or deny this request, as derived from Article 2.2 of the Declarations of Covenants, Conditions, and Restrictions for The Heights of Kerrville.

I understand that my improvement's actual placement, design, and construction must meet the architectural guidelines, regardless of my submission or errant approval of such submission. The Board must note a variance from standards in the approval letter. I understand that the Board/Committee is allowed up to 60 days to render a decision from the date the complete application is received.

Applicant Signature

Date

Initial Here

Submission without a Plat Map/Survey: I hereby certify that my mortgage company did not require a survey. In place of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association and its Agents from any responsibility.

Initial Here

Disclaimer: The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipalities, county, and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county, and state be more stringent/restrictive than those established by the Association, the more stringent/restrictive requirements prevail.

You may submit your application via E-mail to info@heightsofkerrville.com or mail to:

Heights of Kerrville Homeowners Association
815 Coronado Drive
Kerrville, TX 78028
www.heightsofkerrville.com

****PLOT PLAN, RENDERING, LANDSCAPE & LIGHTING PLANS, SIGNATURE(S), AND INITIALS ARE REQUIRED ON ALL APPLICATIONS****