

INDIAN HILLS ESTATES PROPERTY OWNERS' ASSOCIATION

P.O. Box 743

Spring Branch, TX. 78070

IndianHillsPOASpringBranch@gmail.com

Website: IndianHillsPOA.com



BOARD OF DIRECTORS

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- Vice President: Christine Bell
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- Member: Tara Burnham

ARCHITECTURAL CONTROL COMMITTEE

IHESpringBranchACC@gmail.com

Phone: 830-318-0761

Andre Dorsey

Form #1 Notice of Property Improvement (All Structures)

(Includes, but is not limited to, houses, storage buildings, porches, decks, fences, room additions, garages, carports, sheds, septic systems, concrete slabs, swimming pools, modular components, manufactured homes).

1. **Describe** the structure (improvement) in the space below. If more space is needed, please attach another page.

2. Name of Property Owner of Record: _____

Current Address: _____

Telephone Number: _____

E-mail Address: _____

3. Name of Person Making the Request: _____

Current Address: _____

Telephone Number: _____

E-mail Address: _____

4. Lot Number(s) of the Property: _____

5. Physical Address of the Property: _____

6. Proposed Construction Date/Delivery Date/Completion Date: _____

7. Square footage of improvement/structure, if applicable: _____

Owner's Name: _____ Lot #: _____ Date: _____

8. **Describe** the materials planned for the construction in the space below. If more space is needed, please attach another page.

9. **Attach** photos, pictures, or drawings showing the external design of any improvement/structure – showing all exterior sides, including slope of roof, if applicable.

10. **Attach** a copy of the Comal County Application and the Comal County Permit for the Septic System (prior to the start of construction/installation of a residence and/or septic system).

11. Copy of property survey

12. Copy of the plat of property upon which the following are drawn and/or written:
 - a. **Label** the dimensions of the lot.
 - b. **Draw** the structure on the lot in the approximate position where you will place the structure.
 - c. **Label** the dimensions of any structure
 - d. **Label** the distances that any structure will be from all property lines (to the nearest 10 feet).
 - e. **Mark and label** the location of the septic system, water lines, electrical lines, and any gas tank and lines.
 - f. **Write** the septic system permit number here. _____.

Please contact the IHEPOA Architectural Committee to make an appointment(s) for committee members to visit the lot and meet with you regarding your plans and to see any existing structures that will be placed on your lot.

Owner's Name: _____ Lot #: _____ Date: _____

FOR ACC USE ONLY:

Date of Committee Visit(s): _____

ACC Members Present at Visit(s):

Signature Date

Signature Date

Signature Date

Signature Date

ACC Observations and recommendation to the Indian Hills Estates Board of Directors:

Signature Date

Signature Date

Signature Date

Signature Date

Owner's Name: _____ **Lot #:** _____ **Date:** _____

The IHEPOA Board of Directors will deliver written information to the property owner regarding approval of the property improvement(s).