

LANTANA RIDGE PROPERTY OWNERS ASSOCIATION
14603 Huebner Road, Building 40
San Antonio, TX 78230
acc@damctx.com

NEW HOME PLAN REVIEW SUGGESTIONS

1. Please scan and Email all documents if possible. This really speeds up the process and the ability of committee members to share the documents and consult on them. If you mail or fax, it could delay your request by several days or more. You can email them to acc@damctx.com if you need to discuss your project please send an email with your contact information and someone will get back with you.
2. The committee has 21 days from the time your request is entered into the system to respond, but they cannot enter information until all requested documents, below, including Original Home Construction fee and construction deposit are received. If a HOLD is put on any plan request for any reason the 21 day clock starts over. Example, missing information, waiting on response from you or builder etc.
3. Mail your \$1,000 Original Home Construction fee check and your \$1,500 construction deposit check to the following address: 14603 Huebner Road Building 40, San Antonio, TX 78230
4. In addition to the color samples, web links to the colors and materials you are considering may help speed the process. Project delays are normally due to missing or unclear information, so more information as it relates to the entire exterior of the project is helpful.

Updated Version May 2020

NEW HOME PLAN REVIEW CHECKLIST

This form must be completed and submitted to Lantana Ridge ARC, with all attachments and required information listed below, \$1,000 Original Home Construction fee and a \$1,500 construction deposit all made payable to Lantana Ridge POA. Approval via email, by ARC is required prior to commencement of ANY construction. Your submittal is deemed "in review" until such time as ARC notifies you in via email that it has received all necessary plans and specifications. The ARC will make a formal decision to approve, conditionally approve, or deny the completed submittal within 21 days of receiving all requested information. Submittals and attachments will not be returned and will become part of the permanent file. After project approval by ARC a sign indicating "ARC Approved Project" will be placed in the yard by a member of ACC or ARC.

Property Owner Name: _____ Tel No: _____ email: _____

Current Mailing Address. City/ST/Zip _____

Property Legal Description: Unit ____ Lot ____ Property 911 Address _____

Property Closing Date _____

Builder/Contractor: Company _____ Contact _____ Tel No. _____

Email _____

I = Included

NI = Not Included

NA = Not Applicable to this submittal

General Information needed

Please check or mark appropriate boxes

I	NI	NA	
☐	☐	☐	Name(s) of property owner(s) and current mailing address
☐	☐	☐	Property address (911 addressing)
☐	☐	☐	Property legal description (lot number and unit number)
☐	☐	☐	Original Home Construction review fee \$1,000.00
☐	☐	☐	Construction Deposit of at least \$1,500.00
☐	☐	☐	Builders Rules signed by builder
☐	☐	☐	Oak Wilt Prevention Policy reviewed and communicated to all workers, contractors, surveyors etc

NEW HOME PLAN REVIEW CHECKLIST

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House plans (one set required; must include all items below)

Please check or mark appropriate boxes

I	NI	NA	
☐	☐	☐	Square footage calculations of air-conditioned space
☐	☐	☐	Exterior dimensions
☐	☐	☐	Elevations (all sides)
☐	☐	☐	Plans/specifications of all detached buildings, recreational facilities, etc.
☐	☐	☐	Exterior materials specification/description/color samples
☐	☐	☐	Complete Exterior color schedule with samples
☐	☐	☐	Roofing material specification/description/color sample

Site Plan (must include items below)

I	NI	NA	
☐	☐	☐	Location of residence (showing setbacks)
☐	☐	☐	Driveway location and materials specification and description
☐	☐	☐	Sidewalk location and materials specification and description
☐	☐	☐	Mailbox location and materials specification and description
☐	☐	☐	Location of all detached buildings, recreational facilities, pool equipment etc.
☐	☐	☐	Location of all storage tanks (i.e., for water, propane, butane, etc.)
☐	☐	☐	Location, type and size of permanent screening for storage tanks, pool equipment etc.
☐	☐	☐	Easements (shown on plat and those required by the Covenants)
☐	☐	☐	Location and type of fencing including gate locations (note material, colors and dimensions)
☐	☐	☐	Pool location and design with fence location and materials
☐	☐	☐	Appropriate size of culvert to be placed at ditch for driveway_____
☐	☐	☐	List of variance request(s) and explanation for request(s)

Proposed start date: _____

Owner Signature _____ Date _____

This form must be signed and dated by the property owner to be accepted by the ARC and submitted via email at acc@damctx.com

Property Owner _____

Address _____ Unit # _____ Lot # _____

Comments or special request:

*At the discretion of the ARC, the amount of the construction deposit required may be increased.