

THE RANCH on POSSUM KINGDOM

A GUIDE to THE DESIGN REVIEW PROCESS

PRE-DESIGN CONFERENCE (Section 2.3)

To be held prior to design work on any project.

This meeting, hosted by a Design Review Board representative, should include the Owner, Builder, and Architect when possible. The purpose of the meeting is to outline the Design Review process, the benefits of the program, and to address design and technical issues.

A summary report of the conference will be mailed to all parties by the Design Review Board representative.

PRELIMINARY DESIGN SUBMITTAL (Section 2.4)

Submittal must include all documents and drawings as required by Section 2.4 (1-6) of the Design Guidelines. Grading, retaining walls, setbacks, and preservation of existing vegetation are of particular importance. Plans will not be reviewed without this information being complete and formally presented in writing.

A completed DESIGN REVIEW APPLICATION FORM and the DESIGN REVIEW FEE must accompany the Preliminary Design Submittal for the Submittal to be considered. Material and color selections may be deferred until a later date.

Although Submittals may be presented at any time, Requests for Variance or other items requiring a rendering of an opinion of the entire Design Review Board, must be submitted on or before the last Thursday of the month in order to be placed on the next month's agenda.

A written review of the plans will be forwarded to the Owner, Builder, and Architect following review.

FINAL DESIGN SUBMITTAL (Section 2.5)

Submittal must include all documents and drawings as required by Section 2.5 of the Design Guidelines as well as the COMPLIANCE DEPOSIT as required by Section 5.1. Final grading plans, retaining walls, foundation plans, setbacks, existing trees to remain and to be removed, building elevations and aesthetics are of the utmost importance.

Materials, colors, and landscape plans should be submitted as soon as possible. If not submitted within sixty days of the Final Design Review and report, construction may be halted until all submittals are received and approved. These requirements are in Section 2.5 (1.) & (2.) of the Design Guidelines and will be enumerated in the Final Design Review report for your convenience..

Although Submittals may be presented at any time, Requests for Variance or other items requiring a rendering of an opinion of the Design Review Board, must be submitted on or before the last Thursday of the month in order to be placed on the next month's agenda.

A written review of the plans will be forwarded to the Owner, Builder, and Architect following review.

No construction may commence prior to the Design Review Board's review and written approval accompanied by a letter of commencement and Building Permit (Section 2.6)

and no work may occur within B.R.A. restricted areas without written approval from the B.R.A.

CONSTRUCTION (Section 2.8 & 2.9)

Construction will be monitored for compliance with the approved plans and the Design Guidelines. In addition, all Builders must show proof of General Liability insurance and all Builders and Subcontractors will be monitored for compliance with the Texas Automobile Liability law. A list of all subcontractors must be submitted to the Ranch Security office. A foundation forms inspection will also be conducted.

Any variations, deletions, or additions to the approved plans during construction must be brought to the attention of the Design Review Board representative prior to any such work. Owners may be fined for Design Guideline or Covenants, Conditions, and Restrictions violations and Builders and/or Subcontractors may have their privileges of working in The Ranch development suspended.

POST CONSTRUCTION (Section 2.10)

A final inspection and Certificate of Completion will be issued near the time of move-in.

End of Outline