

**CIMARRON HILLS COMMUNITY
ASSOCIATION, INC.**

c/o RealManage, LLC
9601 Amberglen Blvd., Suite 150
Austin, TX 78729

**CIMARRON HILLS COMMUNITY ASSOCIATION, INC.
DESIGN REVIEW PACKAGE**

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CIMARRON HILLS COMMUNITY ASSOCIATION, INC
Design Submittal Flow Chart

- 1. Schedule Pre-Design On-Site Conference**
 - a. Need to complete Pre-Design Review Log

- 2. Preliminary Design Review Log**
 - a. Non-Refundable Design Review Fee – check made payable to Cimarron Hills Community Association, Inc.
 - b. Response from Design Review Committee - 1 to 14 days

- 3. Final Design**
 - a. Complete design package and fees
 - b. Response from Design Review Committee - 1 to 14 days

- 4. Construction Authorized**
 - a. Response from Design Review Committee - 1 to 14 days

CIMARRON HILLS COMMUNITY ASSOCIATION, INC

Design Review Contact Numbers

Design Review Committee

1. Shawn Hood - (512) 751-9864
2. Rich Terry - (512) 863-8006

You may contact Committee members with specific questions, but all decisions will be rendered by Committee quorum and issued in writing to the affected party. No verbal approvals or comments by any committee member is to be considered binding, or as an official approval of a submission.

- 1) For the required Submittal Forms and Checklist contact RealManage at (866)473-2573 or email a request to CIMHILLS@ciramail.com
- 2) Contact Shawn Hood to Schedule a Pre-Design On-site Conference.
- 3) Submit Preliminary Plans (digital are encouraged) to RealManage at CIMHILLS@ciramail.com or drop off at 9601 Amberglen Blvd., Suite 150, Austin, TX 78729 (dropped off plans must be no larger than legal size paper). Preliminary Plans must be submitted with a \$1200 Design Review Fee check (non-refundable) made payable to Cimarron Hills Community Association, Inc. A \$2500 construction deposit is required upon plan approval.
- 4) Submit:
 1. Digital completed Final Design package to:
CIMHILLS@ciramail.com
 2. \$1200 Design Review Fee & \$2500 Construction Deposit to:
RealManage
9601 Amberglen Blvd, Suite 150, Austin, TX 78729
 3. Water Impact Fee to:
Chris Hill
Cimarron Hills Sales & Information Center
103 Cimarron Hills Trail West
Georgetown, TX 78628
5. Please do not submit to the Sales Team.

Effective 2014-Design Review Meetings are scheduled for the First Thursday of each month. Please submit plans by 5:00 p.m. on Tuesday for review by the Committee on the following Thursday. You will be contacted in writing by the Committee if more information is needed, if plans are changed, or if plans are approved.

PRE-DESIGN

Please Note: All HOA dues must be current.

Section: _____ Block: _____ Lot #: _____

Lot Address: _____

Owner: _____

Owner's Current Mailing Address: _____

\$200 Fee Collected

\$200 Fee Not Collected – Lot Closed

PRE – DESIGN CHECKLIST

Date: _____

Owner or Owner's Representative

Topographic Survey and Site Analysis

1. **Topographic Survey Building Envelope** – 1/8" = 1' - Prepared by Licensed Land Surveyor or Registered Civil Engineer – stamped.

Must Show:

- a. Home site boundaries and dimensions
- b. Easements
- c. Topography 2 foot or less contours
- d. Major site features
- e. Trees 4" or larger
- f. Edge of pavement
- g. Utility locations

2. **Site Analysis** - Scale 1/8" = 1' - May be sketched on topographic survey

Must show:

- a. Topography and landform.
- b. Aspect and orientation (sun and shadow patterns).
- c. Property boundaries.
- d. Best access.
- e. Required setbacks from all boundaries.
- f. Adjacent land uses with activity zones.
- g. Slope and drainage of the land.
- h. Wind patterns.
- i. Places attractive to people (unique places) and natural features.
Approximate locations of major existing rock outcroppings, trees, and other vegetation (Consulting a Landscape Professional is suggested).
- j. Graphic and quantitative drip lines of all trees near anticipated improvements (distance from trunk edge to outermost canopy).
- k. Contextual setting (neighboring land uses building footprint locations, style, height, mass and form).

3. **On-site staking** – buildable envelope limits string – typ. corresponds with setback lines.

4. Attendees: _____

PRELIMINARY DESIGN REVIEW LOG
To Be Filled in by Design Review Committee

Section: _____ Block: _____ Lot #: _____

Lot Address: _____

Owner: _____

Owner's Current Mailing Address: _____

\$1200 Review Fee Collected (non-refundable)

\$2900 Water Impact Fee Collected

\$2900 Water Impact Fee Not Required

PRELIMINARY DESIGN SUBMITTAL

Date: _____

Digital Copy of plans emailed to CIMHILLS@ciramail.com

- Site Plan
- Landscape Plan
- Floor Plans
- All 4 Exterior Elevations - Construction
- Appendix C Preliminary Submittal Paperwork

Date of Review / Response: (Comments here or attached letter) _____

Committee Attendees: _____

Response: _____



APPENDIX E.1

Preliminary Design Approval Submittal Information Sheet

To be filled in by owner or owner representative

Cimarron Hills Design Review Committee
9601 Amberglen Blvd., Suite 150
Austin, TX 78729
866-473-2573

DATE: _____

This form must be submitted with your Preliminary Design Submittal Package

Owner's Name: _____

Property Address: _____

Lot: _____ Phase/ Section: _____

Current Address: _____

Telephone Numbers: _____ (Home)
_____ (Mobile)
_____ (Office)

Email: _____

Architect: _____

Address: _____

Telephone Numbers: _____ (Office)
_____ (Mobile)

Email: _____

Engineer: _____

Address: _____

Telephone Numbers: _____ (Office)
_____ (Mobile)

Email: _____

Landscaper: _____

Address: _____

Telephone Numbers: _____ (Office)
_____ (Mobile)

Email: _____

General Contractor: _____

Address: _____

Telephone Numbers: _____ (Office)
_____ (Mobile)

Email: _____

NOTE: See Appendix E.2 Design Review Checklist

		Yes	No	
1)	Site Plan @ 1" = 10'-0"			
2)	Landscape Plan @ 1" = 10'-0"			
3)	Architectural Plans @ 1/8" or 1/4" = 1'-0"			
4)	Elevations & Sections @ 1/8" or 1/4" = 1'-			

DRC Comments:

For the DRC

Date

Submittal Approved _____

Submittal Conditionally Approved _____

Submittal Not Approved _____



APPENDIX E.2

Cimarron Hills Overall Design Review Checklist For both Preliminary and Final Submittals

Section: _____ Block: _____ Lot #: _____

Lot Address: _____

Owner: _____

Owner's Current Mailing Address: _____

The Drawings listed below constitute the standards for design review. A detailed description of what each drawing shall contain is found on the following pages. Drawings listed are required for minimum standards: provide additional sheets, information, and detail sufficient to represent the proposed residential design as needed.

Received to be filled in by Design review Committee

Drawing	Scale	Preliminary	Rec'd	Final	Rec'd
SP-1 Site Plan	1" = 10'-0"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LS-1 Landscape Plan	1" = 10'-0"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-1 First Floor Plan	1/8" – 1/4" = 1'-0"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-2 Second Floor Plan	1/8" – 1/4" = 1'-0"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-3 Elevations (East / West)	1/8" – 1/4" = 1'-0"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-4 Elevations (North / South)	1/8" – 1/4" = 1'-0"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-5 Building Section	1/8" – 1/4" = 1'-0"			<input type="checkbox"/>	<input type="checkbox"/>
F-1 Foundation Plan	1/8" – 1/4" = 1'-0"			<input type="checkbox"/>	<input type="checkbox"/>
C-1 Construction Plan	1/8" – 1/4" = 1'-0"			<input type="checkbox"/>	<input type="checkbox"/>
C-2 Sample Color Board				<input type="checkbox"/>	<input type="checkbox"/>



APPENDIX C

Preliminary Design Summary Checklist

To be filled in by individuals responsible for designing and preparing this package for
submittal.

Inclusion of the following information constitutes a complete package for the Cimarron Hills Preliminary Design Submittal. The required completed items must be checked off on each list for each plan and the checklist included with the submittal package. **If it is not included, your submittal will be immediately rejected and no review will occur until a complete package is submitted.**

Site Plan

- Building Area (Construction Activity Zone)
- Lot, Phase, Section, and Address
- Property boundaries with all dimensions and benchmarks, including curb, right-of-way, and north arrow
- Utilities locations including: gas, water, electric transformer and meter, cable TV, telephone, sanitary sewer, and manholes
- Building setbacks per plat and restrictive covenants– front, rear and side yards
- Easements – utility and/or drainage
- Existing topography at 2' contours
- Proposed topography at 1' contours
- Existing or adjacent sidewalks, fencing, walls or other structures
- Proposed building footprints with roof plan (roof plan may be separate)
- Driveways, parking areas, walkways, patios, decks, and swimming pools
- Air Conditioner and/or pool equipment structural screen walls
- Drainage mitigation
- Lot survey showing all trees (4" d.b.h. and larger) and other distinguishable vegetation and site features (i.e.; exposed rock outcroppings)
- Culverts (if applicable)
- Utility trenching
- Address Identification

Landscape Plan

(only bold items are required on the preliminary landscape plan submittal, ALL items are required on the final landscape submittal.)

- ❑ Building Area (Construction Activity Zone)
- ❑ Lot, Phase, Section, and Address
- ❑ Property boundaries with all dimensions, including curb, right-of-way, and north arrow
- ❑ Utilities locations including: electric transformer and meter, cable TV, telephone, sanitary sewer, and manholes
- ❑ Building setbacks per plat and restrictive covenants – front, rear and side yards
- ❑ Easements – utility and/or drainage
- ❑ Existing topography at 2' contours
- ❑ Proposed drainage flowlines and/or BMP's for sump containment
- ❑ Tree survey showing all trees of 4" or greater with Tree legend indicating size and species, as well as any other distinguishable vegetation
- ❑ Unique site features, i.e.; rock outcroppings and slopes, cliff edges
- ❑ Tree legend indicating size and species
- ❑ Trees to remain
- ❑ Trees to be removed
- ❑ Building footprints including all driveways, walkways, accessory structures, i.e.; cabanas, arbors, guesthouse, patios, decks, steps, swimming pools, accessory structures, sport courts, recreational or play equipment, and dog runs, walls and fencing (show proposed Finished floor elevations) (preliminary-show rough area and form, final show detailed configuration.)
- ❑ Air Conditioner and/or pool equipment structural screen walls
- ❑ Proposed plant list, sod or turf type, groundcovers, native vegetated areas and methods of re-vegetation of disturbed areas
- ❑ Extent of irrigated area
- ❑ Fencing – landscape walls, and containment devices
- ❑ Landscape zones –indicating enhanced zone, transitional zone, and/or natural zone
- ❑ Culverts (if applicable)
- ❑ Utility trenching routes
- ❑ Site lighting

Preliminary Design Summary Checklist - 2

Floor Plans

- ❑ Dimensioned floor plans with rooms identified
- ❑ Proposed finish floor elevations and exterior spot elevations
- ❑ Air conditioning and swimming pool equipment structural screen walls
- ❑ Exterior electric meter, service box and other utility connections
- ❑ Adjacent stoops, decks, patios, and walkways
- ❑ Front, rear, and side lot setbacks
- ❑ Include double story spaces as second floor area when calculating total second floor area

Square Footage Analysis

HVAC

Lower Level HVAC Area	_____	SF
First Floor HVAC Area	_____	SF
Second Floor HVAC Area	_____	SF
Other HVAC Area	_____	SF

Total HVAC Area _____ SF

COVERED AREAS

First Floor Covered Area	_____	SF
Second Floor Covered Area	_____	SF
Garage	_____	SF
Other Covered Area	_____	SF

Total Covered Area _____ SF

GROSS SQUARE FOOTAGE _____ SF

SITE

Driveway	_____	SF
Motor Court	_____	SF
Patios and Walks	_____	SF
Pool/ Pool Decking	_____	SF

Elevations

- Existing grades and proposed grades
- Air conditioning and swimming pool equipment structural screen walls
- Overhangs
- Roof pitch of 4/12 minimum and 8/12 maximum
- Building height, 30' maximum ht. for single story, 34' maximum ht. for two story
- Building walls may be maximum 20' in height without offset in vertical plane
- Single story walls may be no more than 28' without offset in horizontal plane
- 5,000+ sq. ft. homes must have a minimum of 4 visual masses
- 2,500+ sq. ft. single mass must have a minimum of 2 visual masses
- Exterior finishes and materials
- Finish floor elevations
- Exterior elevations rendered showing: shadow lines; textures; scale

Review Committee (only):

- All information submitted
- Additional information needed: _____

REVIEW LOG - FINAL DESIGN

TO BE FILLED IN BY OWNER OR OWNER REPRESENTATIVE

Section: _____ Block: _____ Lot #: _____

Lot Address: _____

Owner: _____

Owner's Current Mailing Address: _____

FINAL DESIGN SUBMITTAL

Date: _____

- 1. Site Plan
- 2. Construction Access
- 3. Construction Activity Zone
- 4. Landscape Plan (2 copies)
- 5. Floor Plans
- 6. Exterior Elevations
- 7. Roof Plan
- 8. Building Sections
- 9. Exterior Details
- 10. Color Rendering (recommended but not required)
- 11. Exterior Materials and Color Board – 18"x24" – actual samples of all exterior materials:
 - Roof – small sample
 - Wall & ground plane materials
 - Light fixture materials
 - Plastering
 - Stone
 - Wood
 - Metal
 - Landscape Material
 - Windows (brochure) – including model number & Color
- Secure all to a stiff board.
- Identify all samples.
- Identify board with lot #-block-section-physical address.
- Provide manufacturer's brochure if it will provide additional information that is to be considered.

Date of Review / Response: _____

Response: (Comments here or attach letter)

PRE-CONSTRUCTION REQUIREMENTS
To be filled in by Design Review Committee

Section: _____ Block: _____ Lot #: _____

Lot Address: _____

Owner: _____

Permission will not be granted to begin construction until ALL items are complete

- \$2500 Construction payable to Cimarron Hills Community Association, Inc.
 - Returned after a Final Survey and Inspection by ARC committee
 - Deposits will be refunded to party who issued check
- Water Impact Fee payable to Cimarron Hills
- Marked on Site Plan
 - Construction Access Clearly Defined
 - Construction Activity Zone
 - Refuse Receptacle Area
- Construction Insurance (copy of certificate)
 - Declarant and lot owner named on certificate: Cimarron Hills 2009 L.P.
- City of Georgetown Building Permit
- PDF files of APPROVED FINAL Architectural and Landscape Plans saved on a CD
- A Completed Information Sheet and Summary Checklist
- List of Subcontractors



Post Construction -Final Inspection Checklist

(Final walk through performed within two years from date final plans are approved)

- Name: _____ Date of inspection: _____
- Address: _____
- Lot: _____

- Final survey (Send to RealManage)
- Air conditioner and/or pool equipment structural screen walls
- Foundation concealed above 12"
- Home construction and landscape improvements meet approved plans
- Address identification
- Metal flashing, wall mounted utility boxes must result in an inconspicuous blending of the element into the surrounding materials and finishes
- Chimney caps are in place and meet approved design
- No trash debris on adjacent lot, street cleaned
- Acceptable re-vegetation of adjacent lot
- Garage doors screened as required
- Other: _____
- Deposit authorized for return: _____

Notes:
