

SCOFIELD PHASE VIII RESIDENTIAL OWNERS ASSOCIATION, INC.

ARCHITECTURAL APPROVAL APPLICATION

SUBMIT COMPLETED APPLICATIONS TO: **manager@scofieldridge.org**

*Please allow 30 days for the processing of this application. Incomplete applications may be denied and require re-submission. **Any approval granted based on an incomplete or inaccurate application may be deemed invalid and the approval rescinded.** The first 3 pages of this application are the minimum requirement. Most applications will require additional documentation including a design drawing specified in Section 3.*

You will be notified of the final decision on your application by email. If you do not provide an email address, you will be notified via mail. An approved application is valid for 90 days. If you decide to cancel your project, please notify us within 90 days. Once started, construction duration may not exceed 270 days per CCRs Section 3.23.

Homeowner Name * _____ Phone: _____

Home Address * _____

Email * _____

1. Approval Requested (Please check applicable modifications)

- | | | |
|--|---|--|
| <input type="checkbox"/> Fence Replacement (Exact) | <input type="checkbox"/> Playscape/Sports Equipment | <input type="checkbox"/> Room/Garage Addition |
| <input type="checkbox"/> Fence - NEW | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Satellite Dish – size _____ |
| <input type="checkbox"/> Deck or Patio and/or Cover | <input type="checkbox"/> Pool/Spa/Water Feature | <input type="checkbox"/> Roof/Trim/Paint |
| <input type="checkbox"/> Solar Energy Device | <input type="checkbox"/> Flag Display | <input type="checkbox"/> Siding and Brick |
| <input type="checkbox"/> Shed/Outbuilding (150 sq.ft. max) | <input type="checkbox"/> Landscaping/Walkways | <input type="checkbox"/> Rain Water Harvesting |

Note: Portable and/or metal sheds and outbuildings are not permitted.

Note: Xeriscaping by removing all vegetation is not permitted.

☐ Other (Describe Below)

2. Please describe your project. Attach additional pages if necessary.

☐ Will there be any large dumpster, porta potty or construction materials stored in view on the lot during the duration of the construction? If yes, explain: _____

Duration of Installation: _____ Estimated Date of Completion: _____

Contractor: _____ Phone: _____

Email: _____

3. Provide plans and specifications to depict the work to be undertaken *(Submit all, as applicable)*

- | | A plot plan showing the lot boundaries, house location, driveway and sidewalk location, fence location, and all applicable building setbacks and easements.
- | | Outline of proposed modification on plot plan showing location of proposed modification (illustrating no modification within setbacks and easements) and distance of modifications from fences and improvements. Plot plan must show the location of trees in the area of modification that may be affected by construction and proposed access location, if needed.
- | | Drawing, photo, and/or sketch of structural design, exterior elevations, and floor plan of modification with major dimensions.
- | | Description, photos, and/or and samples of exterior materials (framing, siding, roofing, masonry) to be used including colors and textures (paint/stain) with verification that colors and textures will match to trim color of house. Description should include all accessories, attachments and/or equipment to be installed.
- | | Details on aspects related to construction such as lot access, tree removal, heavy machinery used, construction timetable, and any special dispensation that may be required.
- | | Description of visibility of modification from street and neighboring lots. Photos of proposed location for the modification (including trees or other items that may be affected); photos of home showing brick, siding, trim, and shingle styles and colors; photos showing the visibility of the proposed modification location from streets and neighboring lots.
- | | All exterior illumination including location and method of illumination - No "wash over" of lighting to adjoining property or common areas is permitted.
- | | Existing and finished grades at lot corners and at corners of proposed improvements.
- | | Provision for drainage with cut and fill detail if change in lot contour is involved. Modifications should not adversely impact any neighboring property.

4. Acknowledgement by Neighbors

Neighbor Signature

Address of Neighbors within line of sight of modification

NOTE: Neighbors should be notified of your application; however, this notification does not constitute approval by the neighbor. Nor does the lack of signature by a neighbor mean that this application will be denied. Notification of the neighbors is provided as a courtesy to them.

5. Notice to Applicant:

- A. The authority to approve repairs, modifications, and improvements is derived from the Declaration of Covenants, Conditions and Restrictions ("CCRs"). No work should be commenced until written approval is received.
- B. Applicant acknowledges that all improvements must be constructed in accordance with the design guidelines contained in the CCRs in addition to any guidelines or rules adopted by the Association from time to time. All improvements must be constructed in accordance with the laws, rules, regulations, and

building codes of governmental authorities having jurisdiction. Approval of this application does not constitute approval by any governmental authority, nor does it constitute a building permit.

- C. Approval of this application does not give Applicant the right to enter upon the property of any other owner or the common area in order to perform the construction contemplated by this application. The Association and/or the Board of Directors cannot, and does not, authorize encroachment on any easement or property outside the boundaries of the applicant's property boundary lines.
- D. The Association cannot, and does not, grant approval for modifications in violation of the CCRs. Thus, any modification in violation of the CCRs, even if it has approval, is still in violation and subject to enforcement. Only a variance granted by the Board of Directors in written form for a specific instance may allow deviations from this requirement.
- E. Applicant certifies that the information contained herein is true and correct to the best knowledge and belief of Applicant.

Applicant Signature

Date

For Association Use Only

_____ Application Approved as submitted

_____ Application Approved with the following conditions:

_____ Application Denied at this time with the following comments:

[PDF to Word](#)

ACC Specifications

Applications not meeting the criteria in these specifications for your type of project may be denied on the basis of being incomplete and will be subject to re-submission. These project specifications should be outlined in your project description above in Section 2 and in your design drawing in Section 3.

ADDITIONAL DECK CONSTRUCTION REQUIREMENTS

- A. Show location of deck in relation to home. Note all easements and setbacks. Show all dimensions to deck from rear and side property lines.
- B. Show elevation drawing illustrating highest point of deck. Area of deck exceeding 4' in height must be screened with lattice.
- C. Show finished grades of lot.
- D. Show elevation drawing of any proposed covered areas, including trellis areas.
- E. Decking Material: _____
- F. Deck Stain Color: _____
- G. Covered Area Materials: _____

ADDITIONAL POOL CONSTRUCTION REQUIREMENTS

- A. Show location of pool and related decking/patios/water features in relation to home. Note all easements and setbacks. Show all dimensions to the pool deck from rear and side property lines.
- B. Show elevation drawing of all water features noting height, i.e., waterfalls, walls, fountains, raised spa, etc.
- C. Show fence plan with existing fence lines and new fence lines.
- D. Show areas of exposed foundation. Any area of exposed foundation exceeding 8" is required to be screened with landscaping. Show how exposed foundation will be screened.
- E. Show finished grades of lot.
- F. Show location of pool equipment and sound attenuation features to prevent disturbance of neighbors.
- G. Show location and type of decking to be used. Note elevation changes to existing and finished grades.
- H. Coping Material: _____
- I. Tile Color: _____
- J. Deck Material: _____
- K. Deck Stain Color (wood decks only): _____

ADDITIONAL FENCE CONSTRUCTION REQUIREMENTS

- A. The default fence for all lots is a solid wood privacy fence made of 6' long, nominal 1" x 4" double notched (45 degree top corners) cedar pickets tight fit to form a solid visual barrier. All fences external to the lot (i.e., those exposed to public view) shall be constructed with their "smooth side" facing out to the public view.
- B. Decorative fences along the perimeter of the neighborhood abutting streets and public areas shall always be maintained as such; with materials of the same style, size, and quality; and shall not be replaced with any other type of non-decorative fencing that is inconsistent or incongruent. Masonry pillars, if any, shall be maintained at the same intervals as currently exist. Any deviation from this requires specific approval.
- C. Wood fence materials, other than those described above, may be left un-treated, sealed with a clear sealant, stained or painted. Fence color must be maintained in harmony throughout your entire fence. Replacement pickets must also be colored to match the existing fence.
Paint or Stain Color: _____
- D. Wrought iron fences are only allowed for the back fence for those lots backing up to a greenbelt. They must be painted black in color. The style and appearance must be approved. The first two lots along either side of any greenbelt intersecting with a public road must maintain the identical modification.
- E. Fences may not be moved forward on a lot to more than 3/4 of the depth of the house.
- F. No fence may be placed such that it creates a hazardous or dangerous situation, i.e., obstructing the

view at an intersection. City ordinances may further restrict the location or modification of fences.

- G. Fences internal to the lot, such as those used for safety fencing around pools, may be wood picket or wrought iron, consistent with the requirements set forth herein. These fences should be 6' or less in height and should not be visible from outside the perimeter privacy fence.
- H. No wire fencing is allowed.

ADDITIONAL PLAYGROUND/SPORTS EQUIPMENT REQUIREMENTS

- A. This covers all playground equipment including forts, playscapes, swing sets, play houses, portable or permanent basketball goals, etc.
- B. Play structures building materials must be weatherproof wood (pressure treated pine, redwood, cedar, etc.). Plastic, vinyl, and metal are not allowed except for minor accessories (slides, swing seats, etc.). All wood must be sealed and stained with a cedar or redwood colored stain, or sealed with a clear sealant.
- C. Play structures must have minimal visibility from the street. Trees or bushes may be required to provide sight screening. Trees should be native with a 2" caliper measured 3' above the ground. The preferred tree is live oak.
- D. No playground equipment may be placed on the front or side yards that are on the street side of the privacy fence except for portable or permanent basketball goals. Basketball goals must be located on the side of the driveway, not in a street or obstructing any walkway.
- E. Playground equipment may not be located within the building setbacks or in easements.
- F. Playground equipment shall not exceed 10' in height; however, the ACC will consider granting variances of up to 12' on a case by case basis. When the height exceeds 10', the ACC will require an additional 5' set back for each additional 1' in height.
- G. Trees may not be cut down to make room for play equipment.
- H. Permits may be required by the City of Austin for certain play equipment. It is the owner's sole responsibility to obtain necessary permits.
- I. No tree houses are allowed.

ADDITIONAL SOLAR ENERGY DEVICE REQUIREMENTS

- A. No such device may be installed on an owner's property other than on the roof of the home, or the roof of another structure previously approved, or in a fenced yard or patio owned and maintained by the owner.
- B. If a device is mounted on the roof of the home, it may not extend higher than or beyond the roofline.
- C. If a device is mounted on the roof of the home, it must be located on the side or rear of the home unless the alternate location increases the estimated annual energy production of the device, as determined by using a publicly available modeling tool provided by the National Renewable Energy Laboratory, by more than 10% above the energy production of the device if located on the side or rear of the home.
Written approval of any alternate location of the device will be required by all adjoining property owners.
- D. The device must conform to the slope of the roof and have a top edge that is parallel to the roofline.
- E. The frames, support brackets, and visible piping or wiring must be in a silver, black, or bronze tone commonly available in the marketplace.
- F. If the device is located in a fenced yard or patio, the device may not be taller than the fence line.

ADDITIONAL FLAG DISPLAY REQUIREMENTS

- A. Flags permitted to be displayed shall be the flag of the United States of America, the flag of the State of Texas, the flag of any governmental subdivision of the State of Texas, and the flag of any branch of the United States armed forces.
- B. With respect to the United States flag, any such display must be in accordance with 4 U.S.C. Sections 5-10. With respect to the Texas flag, any such display must be in accordance with Chapter 3100, Government Code.
- C. A flagpole attached to a dwelling or a freestanding flagpole must be constructed of a permanent, long-lasting material, with a finish appropriate to the materials used in the construction of the flagpole and harmonious with the dwelling.

- D. The display of a flag, or the location and construction of the supporting flagpole, must comply with applicable zoning ordinances, easements, and setbacks of record.
- E. A displayed flag and the flagpole on which it is flown must be maintained in good condition. Any deteriorated flag or deteriorated or structurally unsafe flagpole must be repaired or removed.
- F. No more than one flagpole may be constructed on any property, and no flagpole shall exceed more than 20 feet in height.
- G. Flags may not be displayed that exceed a dimension of 9 feet in height by 5 feet in width.
- H. Lighting used to illuminate any displayed flag shall not operate to create a nuisance, and shall not illuminate any property other than the owner of such displayed flags property, nor shall it illuminate the interior of any dwelling at any time.
- I. Appropriate landscape modifications around the flagpole must be described in this application.
- J. No owner shall allow the external halyard of a flagpole to create noise that can be heard more than 25 feet from the flagpole.

ADDITIONAL RAIN WATER HARVESTING DEVICE REQUIREMENTS

- A. No rain water harvesting device, storage container, related plumbing or appurtenances shall be allowed or located other than within a fenced backyard or the fenced patio of the property owner.
- B. The device must be properly screened so as to obscure view of the device from adjoining property and the street, and such screening must be described in this application.
- C. Appropriate landscape modifications around the device must be described in this application.
- D. The device must be of a color that is consistent with the color of the home and not contain language or other content that is not typically displayed by such a barrel or system as it is manufactured.

ADDITIONAL XERISCAPE REQUIREMENTS

Xeriscaping means using native and adapted plants that grow and sustain themselves with low water requirements, and that can tolerate heat and drought conditions. Landscape plans that include xeriscaping still require regular maintenance to keep weeds and grass from growing through and to remove leaves from all areas.

Sodded Grasses

Greenery should remain as 50% of the landscape design inclusive of all yard areas visible from any street. This may be a combination of sodded grasses and plants. Tree canopies are not calculated as part of the 50%. New sod should be placed side-by-side so there are no gaps between pieces. Depending on the amount of shade provided from mature trees, homeowners should consider replacing grass such as St. Augustine with other sodded grasses that are more shade tolerant. Residents are allowed to convert the easement strip between the public sidewalk and the street curb to mulch or rock, with approval, as these areas can be difficult to water without street runoff. The easement strip is included in the 50% greenery calculation.

Sodded grasses that do well in our area include Buffalo grass, Zoysia, and Bermuda. However, no one grass is ideal for all situations, so carefully consider the amount of sunlight your lawn receives and whether you have a sprinkler system installed before choosing a new sodded grass. Artificial turf is only allowed in the backyard, with approval, as long as it does not affect water drainage to neighboring properties.

Plants

Greenery should remain as 50% of the landscape design inclusive of all yard areas visible from any street. This may be a combination of sodded grasses and plants. Tree canopies are not calculated as part of the 50%. Artificial plants are not allowed. Use plants adapted to the pH soil conditions created by the non-turf materials used. For example, don't use acid-loving plants along with alkaline crushed limestone. Acid-loving plants would do well with ground hardwood mulch. Native plants would do well with limestone or decomposed granite.

For public safety, no plant with thorns, spines, or sharp edges can be used within 6' of the public sidewalks (This is a City of Austin regulation). Also, no plants higher than 18" should be planted in the sidewalk easement strip area, as this constitutes a visual safety hazard to pedestrians and drivers. Large bushes must be trimmed to maintain the 18" height limit.

Borders

A clearly defined border separating one landscape material area from another material or turfed area must exist. This maintains a clean look and helps with erosion control to stop runoff. Borders can consist of metal edging or

mortared masonry units or simply a well-maintained, consistent, clearly defined border between the different material areas. Masonry products include stone, clay brick pavers, or concrete masonry units manufactured as edging shapes. All masonry products must be properly mortared in place to avoid displacement and weed encroachment or growth between masonry units. Brick masonry must be approved for color and type. If brick units are to be used, they must be solid units, not those with holes. No "common" concrete blocks are permitted. If iron edging is used, it must be properly staked and set with a top edge not more than 2 inches above grade. Borders must be maintained as part of the landscaping, must be kept in attractive condition, and must be edged.

Ground Cover

Non-grass areas may contain ground hardwood mulch, crushed limestone or granite, flagstone, or other loose stone material for a ground cover. Leaves are not an approved ground cover. Ground cover must be contained with a border and not wash out onto the public sidewalk or street. The ground cover must be maintained to prevent weed or grass growth, generally by using commercial grade weaved landscape cloth as a base under the non-turf area. Paver stones may be used to create walkways. Concrete surfaces are limited to driveways, sidewalks and patios only. Large areas may not be composed of a single material. For example, bare mulch/rock is not allowed unless interspersed with plants.

Hardscapes

Hardscapes can include large boulders or other natural materials that are used as part of a landscaping design. Water features, urns, pots, and other man-made ornamentation can add variety, but are not to exceed 4 items total in public view. No boulders or large rocks exceeding 12" in height may be used on the narrow strips between public sidewalks and the street curb (This is a City of Austin regulation). Only 1 large boulder above 2' and not to exceed 3' in height is allowed in the front lawn and cannot create a visual safety hazard to pedestrians and drivers.

Landscape Maintenance

Xeriscaped areas are subject to the same maintenance requirements as other landscaping and must be maintained at all times to ensure an attractive appearance. Plants and bushes must be trimmed, landscape must be kept free of weeds and leaves, borders must be edged and dead branches must be removed. Sickly and dying plants and bushes must be replaced with a similar plant matching the approved plan. Perennials that die back during winter must be cut back to remove dead material. This includes most ornamental grasses and other flowering perennials that are dormant in the winter. The landscape bed must remain well kept in appearance during the off season. No plants may encroach on public sidewalks or the street.

City of Austin Guidance

For information and recommendations on appropriate plants, turf grasses, and trees to use in your landscaping, pick up a copy of the City of Austin's free book *Native and Adapted Landscape Plants: An Earthwise Guide for Central Texas*, commonly known as the "Grow Green" book, free at most nurseries. You can also download the book in PDF format from the website www.growgreen.org. Certain plants determined by the City of Austin to be "Invasive Plants" should not be planted and are listed in the "Grow Green" book. Common examples include berrying forms of *Nandina*, running varieties of bamboo, *Ligustrums* (Privet), *Photinia* plants, *Vitex*, and Chinaberry trees.