

**CERTIFIED MANAGEMENT OF AUSTIN**

9600 Great Hills Trail, Suite 100E

Austin, Texas 78759 • (512)339-6962 • Fax (512)339-1317

**RIVER PLACE  
ARCHITECTURAL CONTROL SUBMITTAL  
NEW HOME CONSTRUCTION**

Date Received: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_

Address: \_\_\_\_\_

Square Footage (total conditioned area)  
\_\_\_\_\_

Phone: \_\_\_\_\_

Architect/ Designer: \_\_\_\_\_

Builder: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ (Work)

\_\_\_\_\_ (Mobile)

\_\_\_\_\_ (Fax)

Applicant Signature: \_\_\_\_\_

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**Plan Submittal Checklist**

A complete application package contains the following:

**I. Site Plan (Two Copies) – site plan at 1”=10’ minimum:**

- \_\_\_\_\_ All property lines, easements, building lines (including decks, patios, all improvements),
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Topo required showing existing contours
- \_\_\_\_\_ Setbacks
- \_\_\_\_\_ Easements and encroachments
- \_\_\_\_\_ Dimensions from proposed structure to property lines
- \_\_\_\_\_ Utility locations and proposed trench lines
- \_\_\_\_\_ Drainage plan
- \_\_\_\_\_ Proposed drives, walks, and any other flatwork or improvements
- \_\_\_\_\_ HVAC units location and appropriate screening
- \_\_\_\_\_ Location of utility boxes and meters
- \_\_\_\_\_ Written description of post development drainage patterns or grading plan
- \_\_\_\_\_ Silt fencing location
- \_\_\_\_\_ Dumpster location
- \_\_\_\_\_ Port-a-let location

**II. ARCHITECTURAL PLANS (Two Copies) – (ALL PLANS FOR CUSTOM SECTIONS MUST BE SITE SPECIFIC – NO “MASS PRODUCTION” DRAWINGS ACCEPTED):**

- \_\_\_\_\_ 1/4” scale – driveway, sidewalks, patios, covered porches, decks, tree survey
- \_\_\_\_\_ Square footage calculations of conditioned area on each level
- \_\_\_\_\_ Minimum four elevations (front, rear, left, right) with grade shown
- \_\_\_\_\_ Clearly marked exterior materials
- \_\_\_\_\_ Exterior must be 100% masonry designated by architect plans. All chimneys must be masonry.
- \_\_\_\_\_ No more than 18” above finished grade of exposed concrete – show on elevation;
- \_\_\_\_\_ maximum exposed masonry lug to specified finished grade
- \_\_\_\_\_ Fencing (design and color included) – wrought iron/masonry only
- \_\_\_\_\_ Roof pitches indicated
- \_\_\_\_\_ Building height measured per appropriate deed restrictions

**III. Material Samples – Sample Board/File (ALL SAMPLES MUST BE ATTACHED SECURELY INSIDE OF A MANILA FOLDER):**

- \_\_\_\_\_ Exterior paint – color samples (chips) – no larger than 4”x4”
- \_\_\_\_\_ All exterior colors of trim, accents, and stucco walls must be designated on all plans and elevations. Sample paint chips must no larger than 4”x4”.
- \_\_\_\_\_ Brick or stone – small sample or small samples if multi color – no larger than 4”x4” or photograph with description (Acme brick style #) – *If Texas White Limestone, no sample is needed*
- \_\_\_\_\_ Roofing material and color, including documentation of weight and warranty – *copy of brochure not entire sample panel* – small sample 4”x4”. Photograph is acceptable.

**IV. Landscape Plans (Two Copies):**

- \_\_\_\_\_ Size, type and location of all landscaping plants or materials - engineering plans will be required as necessary (if required by the City of Austin)
- \_\_\_\_\_ Location, materials, and elevations of any proposed retaining walls
- \_\_\_\_\_ Location and materials of any proposed fencing

**Note: Landscape plans may be submitted subsequent to the site plan and architectural drawings, but must be approved, in writing, by the ACC prior to installation. Four copies are required if plans are submitted after house plans.**

**Plan Review Fee:**

- \_\_\_\_\_ Two Hundred Dollars (\$200.00) check payable to **River Place Residential Community Association, Inc.** to be submitted with plans.

**If incomplete submittals are received, an additional \$100 fee will be charged. All required items listed in I, II, and III must be provided with initial submittal.**

**All other site improvements such as pool; fountains; spas; fences; playscapes; etc. not on original plans with complete details must be submitted to ACC for approval. Call Certified Management for submittal forms for Additions/Modifications at 339-6962.**

A complete application package contains the following documents:

- Site/Construction Plan (1” = 10’ minimum)
- Floor Plans (1/4” = 1’0”)
- Roof Plan (1/4” = 1’0”)
- Exterior Elevations and Details (1/4” – 1’0” minimum)

Sample Board with Exterior Colors

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