



FINAL DESIGN SUBMITTAL

Three sets of the following documents must be submitted for final review; no review will commence until the submittal is complete. Complete submittals received by the 15th of each month will be reviewed by the 15th of the following month. Please check the website www.spiritofmontserrat.com for the most recent copy of this or any other form.

Submit to: Montserrat HOA, 6000 Western Place, Suite 465, Fort Worth, Texas, 76107. Please direct inquiries to David Ross at (817) 247-3192.

Project Address:
Project Owner:
Project Designer:

APPROVED
YES NO

___ ___ **CHECK**, in the amount of \$0.35 cents per heated square foot payable to Montserrat Homeowners' Association, Inc.

___ ___ **SITE PLAN** (scale 1"=20' or 1"= 8'), showing the entire property, location of the residence and any accessory buildings, driveways/sidewalks – locations and finishes, parking area, existing and proposed topography, proposed finished floor elevations, trees to be removed, all utility sources and connections, site retaining walls, grading and drainage plan.

___ ___ **FLOOR PLANS** (scale 1/4" or 1/8" = 1'-0"), showing finished floor elevations and square footage. Include door and window manufacturer and model numbers.

___ ___ **ROOF PLAN** (scale 1/4" or 1/8" = 1'-0"), showing all roof pitches.

___ ___ **BUILDING SECTION** (scale 1/4" = 1'-0"), indicating existing and proposed grade lines.

___ ___ **ALL EXTERIOR ELEVATIONS** (scale 1/4" or 1/8" = 1'-0"), showing both existing and proposed grade lines, plate heights, ridge heights, roof pitch and an indication of exterior materials, finishes and colors.

___ ___ **FOUNDATION PLAN** (scale 1/4" or 1/8" = 1'-0"), showing layout, foundation steps, reinforcement design, design criteria and the stamp of a registered engineer.

___ ___ **THREE SUBMITTAL SETS**, of all required documents

Project Address:
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Project Designer:

___ ___ **MATERIAL SAMPLE BOARD** and any literature requested by the Architectural Control Committee that depicts or describes all exterior materials. The board is to be placed on the job site within 60 days of the commencement of construction (and before any exterior materials are applied to the structure). The ACC will then have 30 days after the material board is erected to raise any issues. See the Sample Board Construction diagram for instructions on completing the board. The material board should be placed at a distance of 25' from the curb (owner discretion as to right/left placement). The HOA will produce a color rendering of the residence and place it near the material board during construction.

___ ___ **COMPLETE LANDSCAPE PLAN** (scale 1/8" = 1'0" or 1'-0" = 10'-0") for the entire property showing size and type of all plants, irrigation system, all decorative materials or borders, all retained plants, location of sidewalks, fences, pools and spas (including placement of equipment), mailbox location and design, and any other structures or improvements proposed. A separate design review checklist may be required for the landscape plan. Plan must be submitted within 90 days after commencement of construction.

Approval by Design Review Specialist

___ Submittal incomplete: **RE-SUBMIT** and make revisions as noted on the following page(s).

___ Recommend Approval by ACC (based on satisfactory submittal and approval of pending items).

Signed: _____
Officer, Architect

Date: _____

Design Approval by Montserrat ACC

___ Submittal incomplete: **RE-SUBMIT**

___ Approved as submitted (based on satisfactory completion and approval of pending items).

Signed: _____
Officer, Architectural Control Committee

Date: _____

THIS IS AN APPROVAL OF YOUR PLAN DESIGN ONLY. CONSTRUCTION MAY NOT BEGIN UNTIL YOU RECEIVE A LETTER OF COMMENCEMENT WHICH IS CONTINGENT ON THE APPROVAL OF YOUR BUILDER, BEING CURRENT ON ALL HOA DUES, SUBMISSION OF BUILDER'S ESCROW DEPOSIT AND APPROVAL FEES, AND ANY OTHER ITEMS REQUESTED BY THE ACC.

COMMENTS: FINAL DESIGN SUBMITTAL

Project Address:
Project Owner:
Project Designer:

PLEASE REFER TO THE DECLARATION OF COVENANTS, RESTRICTIONS AND EASEMENTS FOR MONTSERRAT, ARTICLE VI, DESIGN STANDARDS

CHECK:

SITE PLAN:

FLOOR PLANS:

ROOF PLAN:

BUILDING SECTION:

ELEVATIONS:

FOUNDATION PLAN:

MATERIAL SAMPLE BOARD:

COMPLETE LANDSCAPE PLAN:

The following are a few general reminders and recommendations:

GRADING AND DRAINAGE

Care should be taken to provide adequate French Drains and surface drainage that will not, over time, allow excessive moisture or ponding near the foundation. Future soil movement (1 to 3" in height), build up in grass clippings, changes in the landscape, etc. may lead to blockage or significant reductions in the outflow of surface water. Surface water must be directed to the street and/or be in accordance with the overall Drainage Plan for the development.

ROOF PLAN

Specify roofing type. All roof jacks and exposed metal should be painted to match the roof color, and should be located at rear side of roof where possible.

WALLS AND FENCES

Fences and walls must be designed according to the Montserrat standards, and retaining walls are required to be designed and stamped by a registered engineer. It is recommended that the wrought iron be turned back at least twelve feet from the property corner in order to preserve views. Masonry columns must have adequate footings tied to the column by rebar and grout in order to avoid future tilting. Please submit the proposed fence locations, designs, and method of support with the landscape plan.

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Project Designer:

MECHANICAL EQUIPMENT

The air conditioning condensing units must be screened from view of the common area, street, and neighbors, as must any pool equipment. If landscaping is to be used as a visual screen, the plantings must be of sufficient size and density to fully screen the equipment immediately upon installation.

LIGHTING

Floodlights must be hooded or shielded to prevent glare to adjoining property and the Street.

LANDSCAPING (INCLUDING SIDEWALK LOCATION)

A landscaping and irrigation plan must be submitted within 90 days of the date of commencement. Home construction may be halted if a satisfactory plan for Landscaping and Irrigation has not been submitted. Landscaping installations will not be allowed to proceed until the plans are approved. The submittal and compliant installation is the responsibility of the Builder. It is the Owner's responsibility to have adequate monies available for the timely completion of a quality landscape design.

Tree ratios, sizes and quality are of the highest priority.

A mailbox must be installed within 30 days of construction completion and the design of the mailbox must be compatible with the design of the residence. The location must comply with U.S. Postal regulations.

OTHER

All contractors and subcontractors will be required to follow Montserrat's Construction Guidelines, which addresses insurance, hours of operation, site maintenance, and other related matters. The guidelines are available online at www.spiritofmontserrat.com.

NOTE: Any changes made to the home plan or landscape plan after Final Submittal approval will be subjected to re-approval by the Architectural Control Committee. Variances caught on the jobsite will be addressed and subjected to approval with respect to the Montserrat Restrictions. Contact David Ross, at (817) 247-3192 if you have any questions or to report variances. Builders and landscape contractors failing to comply with Montserrat's standards may lose the right to participate in Montserrat projects in the future.

cc: (Owner)
(Architect/Designer)