

**Checklist For Property Development Application
Architectural and Protective Committee
Goldenwood Property Owners' Association**

Lot No.	Date Submitted:
Owner:	
Builder/Contractor:	

Required Payments:

1) For a new house construction an application fee of \$100.00 is required (non-refundable) to cover reviewing and processing by the APC. When making application for other improvements at a separate time from the new-house application, an application fee will be assessed on a pro-rated basis.

Reviewing and Processing Fee:

Received: yes / no	Date:	Cash \$:	Check \$:
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An application is valid for a period of three (3) months from the date of approval. After the expiration date, a new application with fee must be filed with the APC.

2) The APC requires a \$400.00 refundable trash clean-up deposit from property owners upon plan approval. If construction debris on the property is reasonably maintained during construction, the original applicant can apply for a refund at completion of construction:

Refundable Trash Clean-up Deposit

Received: yes / no	Date:	Cash \$:	Check \$:
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Before plans can be processed all documents must be submitted or the application will be returned without comment.

Required Documents:

Submitted

	No	N/A	yes
1) Application for property development (3 copies)			
2) Specifications and summary sheets (3 copies)			
3) Hays Co. Health Dept. Permit Application for septic systems			
4) Verification of sufficient financing (approved loan or letter of credit)			
5) Drawings (with all measurements) drawn with architectural specifications (2 copies). If the drawings show structural problems or are not easily interpreted by the APC, they may be rejected.			
6) A signed document from the Treasurer stating all assessments are current (GPOA dues paid in full)			
7) A current owner's survey of the lot.			

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Drawings and Specifications Required:

1) Two copies of SITE PLAN drawn to scale at not less than 1-inch = 40-feet, showing:

	Submitted		
	No	N/A	yes
a) Lot number, scale, north arrow			
b) Location of all proposed improvements including but not limited to driveways, well, fences, house, outbuildings, propane tanks, antennae etc.			
c) Location and size of all trees >= 5-inches diameter measured 24-inches above the ground which are propose to be removed.			
D) Landscaping, including topography, modification to existing grades, drainage, location of plantings and finished floor elevation.			
E) Location of septic system components, tank, lines, leach field etc.			

2) Required Structural Drawings:

	Submitted		
	No	N/A	yes
a) Floor plan at not less than -inch = 1-foot			
b) The four major building elevations, including basement or lower levels, showing the location, type and color of exterior wall materials at a scale of _-inch = 1-foot			
c) Insulation Plan, including location, type and thickness of insulation (minimum: walls: R-13, attic R-30)			
d) Heating system, type and specifications			
Working drawings drawn to scale at not less than _-inch = 1-foot, clearly and completely indicating the scope and nature of the work, showing the:			
e) Foundation Plan			
f) Framing Plan			
g) Plumbing Plan			
h) Electrical Plan			
i) Roofing Plan			
j) HVAC Plan			

(Drawings may be combined as appropriate)

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Recommendations:

It is recommended that the location of all buildings, improvements and the well be staked prior to submittal to help expedite the site inspection and review process.

The deed restrictions require that all site roads be at least partially constructed with road base prior to any site work beginning to avoid construction equipment tracking mud onto the subdivision roads. The travel on the site road will benefit from the compaction caused by equipment movement.

We recommend directing light where it is needed, rather than general flood lighting. Near ground-level lights shining down on a path or up-lighting illuminating tree trunks and branches are more desirable than general light on a yard. General flood lighting with mercury vapor or high pressure sodium type lamps provided by utility companies are expressly forbidden whether mounted on a pole or building.

Received By:	Date:
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