

**CERTIFIED MANAGEMENT OF AUSTIN**

101 River Hills Drive  
Georgetown, TX 78628  
(512) 339-6962  
[frontdesk@cmaaustin.com](mailto:frontdesk@cmaaustin.com)

**RIVER PLACE**

**ARCHITECTURAL COMPLIANCE SUBMITTAL ADDITIONS/MODIFICATIONS**

---

---

Date of Submittal: \_\_\_\_\_ Date Received: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone \_\_\_\_\_ (h)  
\_\_\_\_\_ (w)

Address of Lot \_\_\_\_\_  
Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Mailing Address off site \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Construction Project Description: \_\_\_\_\_

---

**1 copy of all plans in pdf format and 1 copy of this form must be submitted, or it will be returned because it is an incomplete submittal.**

Signing of this submittal form acknowledges that the Architectural Compliance Committee has up to thirty days to review the plans and that you agree to all the conditions outlined in the Submittal requirements, design guidelines, and Declaration governing River Place Residential Community Association, Inc.; to construct the addition/modification as approved; and to submit any changes from the approved plan will be submitted to the Architectural Compliance Committee.

If submitted in person, Certified Management of Austin will review general checklist. All other specifics will be reviewed by the Architectural Compliance Committee. Please make sure all requirements are met because failure to provide all necessary information will result in automatic disapproval.

Please do not contact ACC members directly. All communication must be in writing through this office.

\_\_\_\_\_  
Signature of Owner

## **REQUIRED SUBMITTAL COMPONENTS**

### **GENERAL (CHECKLIST):**

- \_\_\_ Filled out Submittal Form.
- \_\_\_ Signed Submittal Form.
- \_\_\_ One copy of all plans to be submitted to the Committee.

### **SWIMMING POOLS (CHECKLIST):**

- \_\_\_ Site Plan identifying existing improvements and proposed improvement.
  - a) Decks and patios.
  - b) Pool filter and pump.
  - c) Fences.
  - d) Retaining walls.
  - e) Landscaping.
- \_\_\_ Pool filter and pumps must be screened from view and placement must consider proximity to neighbors and must show on submittal.
- \_\_\_ Pool elevations - pool must be entirely in-ground. For sloping lots, at least one pool edge should be at natural grade, and no exposed edge more than thirty-six inches (36") unless terraced by other approved structures, e.g. a raised flower bed.
- \_\_\_ Pool lighting - must be shown and owner must not interfere with neighbors and must shield or turn lights off if bothering neighbors.
- \_\_\_ Fences must be indicated if existing. If not, a plan of height, material, description, and site location. (You must fence if you are installing a pool.)
- \_\_\_ City of Austin and Travis County permits must be obtained by the homeowner and provided to HOA prior to construction.
- \_\_\_ Completed pool cannot be filled with water until fence is in place.

### **EXTERIOR DECKS, ROOFS, ADDITIONS & MODIFICATIONS (CHECKLIST):**

- \_\_\_ Site plan identifying both existing and proposed improvements.
- \_\_\_ Elevation views from all sides with dimensions.
- \_\_\_ Details regarding construction materials.
- \_\_\_ Color, finish and sheen proposed for any change in exterior color or finish.
- \_\_\_ Roofs cannot exceed a 10/12 pitch.

**DECK COVERS (CHECKLIST):**

- \_\_\_ Site plan identifying both existing and proposed improvements.
- \_\_\_ Elevation view with dimensions.
- \_\_\_ Roof minimum of 4-12 pitch.
- \_\_\_ Roofing material must match existing roof.
- \_\_\_ Description of materials.

**FENCES (CHECKLIST):**

- \_\_\_ Site plan identifying both existing and proposed improvements.
- \_\_\_ Drawing and description of fence types, material, and dimensions.
- \_\_\_ Fences can not be over six feet tall.
- \_\_\_ Certain areas require wrought iron, please read your Declaration to determine.
- \_\_\_ Certain lots require setbacks, read your Declaration.

**STORAGE BUILDING (CHECKLIST):**

- \_\_\_ Site plan identifying both existing and proposed improvements.
- \_\_\_ Elevation views from all four sides or a brochure.
- \_\_\_ Building may contain no more than 120 square feet.
- \_\_\_ Building may not be more than eight feet above finished grade at the highest roof point.
- \_\_\_ Specific details - both must be identical to house structure.
  - a) Exterior facade.
  - b) Roof material.

**PLAYGROUNDS (CHECKLIST):**

- \_\_\_ Site plan identifying both existing and proposed improvements and showing exact location.
- \_\_\_ Elevation of playground showing height and dimensions (brochure is fine- One copy).
- \_\_\_ Signed approval form by neighbors (call Certified Management of Austin at 339-6962 for form).

**BASKETBALL GOALS (CHECKLIST):**

- \_\_\_ Placement on site. Consideration must be taken of neighbors (loose balls and noise).
- \_\_\_ Freestanding or on garage (if over garage - garage should not face front street).
- \_\_\_ Signed approval form from next door neighbors (call Certified Management of Austin at 339-6962 for form).

## **SOLAR PANEL (CHECKLIST):**

- \_\_\_ Site Plan identifying both existing and proposed improvements.
- \_\_\_ Placement on the home / lot showing location and height, along with sufficient information to substantiate compliance with this checklist.
- \_\_\_ Please submit brochure on solar panels.
- \_\_\_ Proposed roof mounted solar panels:
  - a) May not extend higher than or beyond the roofline;
  - b) Must conform to the slope of the roof;
  - c) May not have a top edge that is not parallel to the roofline;
  - d) May not have frames, support brackets, or visible piping or wiring that is not in a silver, bronze, or black tone commonly available in the marketplace; or
  - e) May not be in a location that is not designed/approved by the Association;

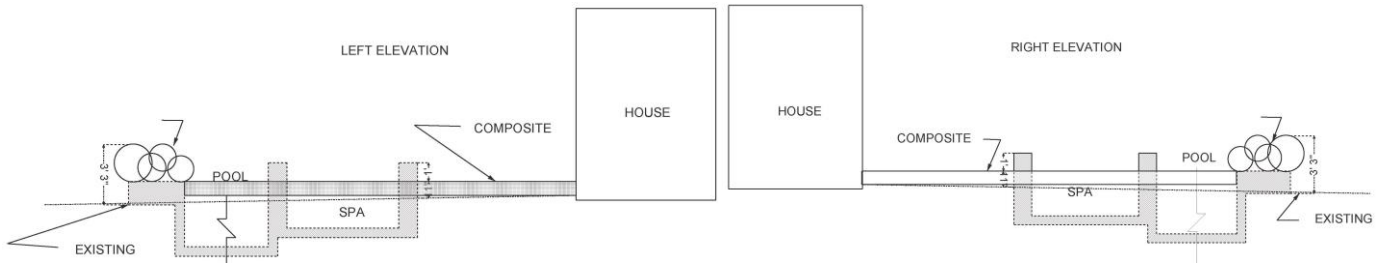
Unless the owner requested location increases the estimated annual energy production of the device, as determined by using a publicly available modeling tool provided by the National Renewable Energy Laboratory, by more than 10 percent above the energy production of the device if located in the area designated by the Association.

- \_\_\_ Proposed ground mounted solar panels:
  - a) Are within a fenced yard or on a patio owned and maintained by the property owner;
  - b) Are not, at any point, taller than the fence line;
  - c) Are effectively shielded from view from the street or other lots by solid fencing (where allowed), a vegetative screen, or other methods designated/approved by the Association;
  - d) Shall include signed approval from all property owners of adjoining properties (call Certified Management of Austin at 512-339-6962 for form);

Unless the owner requested 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 percent above the energy production of the device if located in the area designated by the Association.

Every attempt should be made to keep the solar panels hidden from view.

- 1) **Swimming Pools**-Must include site plan identifying existing improvements and proposed improvements including decks and patios, pool filter/pumps/etc., fences, site grading, retaining walls, and landscaping. Must also include elevation drawings showing the relationship between the pool and natural grade on all sides (see example below). Submittal should also include specific information regarding lighting (both exterior and within pool itself). A City of Austin building permit must also be obtained prior to commencement of construction.



- 2) **Exterior Decks**-Submittal must include a site plan identifying both existing and proposed improvements, elevation views from all relevant sides (front/rear/left/right) and details regarding specific construction materials.
- 3) **Fences**-Submittal must include site plan identifying location of proposed improvement, plus drawing or description of fence types material.
- 4) **Storage Buildings**-Applicant must include a site plan identifying both existing and proposed improvements and elevation views from all four sides. The building may contain no more than 120 square feet of space and must be no taller than eight feet (8') above finish grade at its highest point. Specific details regarding exterior facades (masonry/stucco/paint) must be provided along with a sample of roofing material, unless identical to the principal structure. If building is built-in-place (not prefabricated), a City of Austin building permit must be obtained.
- 5) **Landscaping/Additional Landscaping/Site Work**- Must include site plan identifying plant types and sizes, retaining walls, and drainage/grading plan.
- 6) **Other Requests**-requirements will be assessed on individual basis. All structural work requires a City of Austin building permit.

Additional Information

- No improvements will be constructed on properties in River Place without approval of the River Place Architectural Compliance Committee.
- The first page of this cover document must accompany each submittal.
- Submittals are to be delivered to Certified Management, 9600 Great Hills Trail, Suite 100E, Austin, Texas 78759.
- While the ACC reserves the right to take up to 30 days to respond to a submittal, "best efforts" will be made to accelerate the process. If extraordinary circumstances exist, include note with submittal.
- ACC approvals will be valid for ninety (90) days following the date of the letter of approval. If construction has not commenced prior to the expiration of the 90-day period, applicant must resubmit.
- Please note that unless noted above, it is solely the responsibility of the homeowner to determine whether or not permits are required. In all cases it is the responsibility of the homeowner to obtain the permits.