

# Belvedere ACC

## Plan Review Policy and Checklist

ACC Review Date:

Address, Lot and Block:

Owner:

Builder or Contractor:

Plan Identification:

Type of Review:

**Checklists must be provided by Applicant at Home Preliminary Plan, Home Final Plan, Pool Plan, and Landscape Plan Reviews.**

Owner, Builder and/or Contractor Requirements:

1. This Belvedere ACC Review Checklist must be executed and acknowledged by the Custom Builder and/or Contractor performing the ACC-approved work. Digital plans and the ACC Review Checklist must be submitted to the Amenity Center at least five (5) days prior to the ACC meeting date.
2. The custom builder, pool contractor, or landscape contractor must be identified at the time of the ACC final review and must attend the subject ACC meeting (once in person meetings resume).
3. No ACC consideration will be given:
  - a. unless all parties are in compliance with all Belvedere ACC and HOA, Travis County, and 2015 International Residential Codes (IRC), regulations, and requirements.
  - b. if homeowner and/or builder have any unpaid fines.
  - c. if any McComis inspections are delinquent.
4. McComis Inspections must perform a code review of home and/or pool plans before construction commences. Builder or Contractor must deliver two (2) set of the plans to McComis.
5. McComis must perform all home and pool construction inspections for ACC-approved plans as construction progresses.
6. The 2015 IRC is the McComis construction inspection standard.
7. Additional required items before construction commencement:
  - a. Capital Impact Fee and Builder Performance Deposit paid to Belvedere HOA.
  - b. SWPP report secured and posted on construction site.
  - c. Metal trash dumpster (for new home construction).
  - d. Fire extinguisher.

- e. Digital ACC-approved plan in PDF format delivered to Manager.
8. Oak wilt best management practices must be followed at all times.
9. Belvedere Contractor/subcontractor hours for construction are:  
  
Monday thru Friday: 7 am to 7 pm  
Saturday: 9 am to 5 pm  
Sunday: NO construction, not even interior work.  
  
No work will be scheduled on HOA-designated holidays.
10. Construction site must be maintained in a clean and organized manner. Trash dumpsters should never be allowed to overflow.
11. The builder is responsible for his or her sub-contractors' violations.
12. Secure entry gate codes for sub-contractors from Megan Maedgen, Belvedere property manager. All subcontractors and material deliveries must utilize the entry gate on Springdale Dr.
13. All ACC and HOA community regulations must be in compliance and final home and/or pool inspection completed before Certificate of Occupancy (CO) is issued.
14. A non-refundable Capital Impact Fee of \$3,000 must be submitted to the Belvedere HOA by the builder before new home construction commences.
15. A refundable Builder Performance Deposit of \$3000 for new home construction and \$2000 for additions, remodels, casitas, etc. in addition to pool construction must be submitted by the builder before construction commences. Builder or subcontractor violation fines shall be debited by the HOA from the Builder Performance Deposit. The net amount remaining shall be returned to the builder when the CO is issued by the ACC. Any deposit fine overage shall be collected from the builder or at closing of the home. If the fines exceed the refundable deposit amount, a second deposit will be required to allow construction to continue.
16. The property Owner shall be notified of all builder violations and fines.
17. Copies of the builder Capital Impact Fee and Builder Performance Deposit checks shall be provided to the owner.
18. Builder/contractor must show evidence of having secured the necessary Travis County permits (two permits for a new build; construction and septic) prior to initiating any construction activity. Copies of the permits should be posted on site.
19. Builder/contractor must provide current certificates of insurance for the following:
  - Minimum \$2MM General Liability policy naming the Belvedere HOA as additionally insured.
  - \$1MM Umbrella policy
  - \$1MM Worker's Compensation policy with a waiver of subrogation.
  - \$1MM Hired/Non-Owned Vehicle policy naming Belvedere as an additionally insured.

CC&R Enforcement	Description	Yes / No
<b>I.</b>	<b>PRELIMINARY PLAN REVIEW</b>	
4.24	Plot plan provided with proposed house sited on plan? Impervious cover less than 9,400 sq ft? Included calculations? <ul style="list-style-type: none"> <li>• Rainwater Harvest credit (applicant must submit LCRA impervious cover credit formula calculation) (**requirements can be found in Legislative Rules 2021, Section XX)</li> </ul>	
	Topography survey included? Tree survey included?	
4.12	Floor plan(s) and four elevations provided? Exterior materials chosen? Any trophy trees (8 inch caliper or greater) removed?	
4.7 (o)	Plot plan complies with easements?	
4.10	Plot plan complies with all recorded plat setbacks?	
4.18	35' ridge height imitation & maximum 2 stories?	
4.7(p)	Improvements proposed provide proper drainage?	
4.7(i)	Septic design and Travis County approval in progress?	
	<ul style="list-style-type: none"> <li>• Approved?</li> <li>• Location accessible?</li> </ul>	
4.8	Heated space at least 3,000 sq ft?	
4.8	If two stories, minimum 65% living area on first floor?	
4.18	Plate heights: 50% or greater 1 <sup>st</sup> floor 12', minimum 1 <sup>st</sup> floor 10', minimum 2 <sup>nd</sup> floor 9'	
4.4	Garages: Minimum 2-car?	
	<ul style="list-style-type: none"> <li>• Perpendicular to the street, or minimum 30' setback from front building line?</li> <li>• Single doors (preferred), if facing street?</li> <li>• Wood clad, no windows on garage doors?</li> </ul>	
4.6	Driveway(s):	
	<ul style="list-style-type: none"> <li>• Location?</li> <li>• Pervious?</li> <li>• Material?</li> </ul>	
4.15	Roof:	
	<ul style="list-style-type: none"> <li>• Minimum 4:12 pitch</li> <li>• Material approved (metal or masonry tile)</li> <li>• Color acceptable?</li> <li>• Chimney cap(s)?</li> </ul>	

CC&R Enforcement	Description	Yes/No
4.19	Is maximum foundation exposure 18" or less?	
4.7(j)	Exterior HVAC, Pool and Other Equipment, and Trash Containers?	
	<ul style="list-style-type: none"> <li>• All exterior equipment pads, masonry screened.</li> <li>• Outside trash container pad (if any) masonry screened?</li> </ul>	
4.7(m)	Sight lines maintained?	
4.7(v)	Propane and septic tank locations accessible?	
	Any variances requested?	
<b>II.</b>	<b>FINAL REVIEW</b>	
Note:	Ridge pole and layout stakes must be installed at leases five (5) days prior to ACC final review	
	All outstanding items from Preliminary Review addressed?	
	Complete set of construction documents presented (digitally)?	
	Structural plan sealed by Structural Engineer?	
4.7(y)	Sample board prepared for ACC approval?	
	<ul style="list-style-type: none"> <li>• Samples of stucco/siding/trim paint and roof colors must be provided at final plan review as well as an accurate photo or rendering of the stone color/size pattern. A complete color board must still be erected on site at framing stage for final approval.</li> <li>• All color board models must have the proposed roof(s) totally covering the deck, a completed fascia that will exactly match the proposed fascia in shape and color, a painted soffit, the proposed Hardy or stucco siding color(s) covering the entire model surface, any proposed stone veneer at a minimum of three feet in height, and the proposed mortar, if any, accurately reflected in terms of color and application technique.</li> </ul>	
4.9	Exterior building materials: 100% masonry (stone, stucco, and/or siding)	
	<ul style="list-style-type: none"> <li>• Maximum 20% siding?</li> <li>• Other accent materials proposed? Are they acceptable?</li> <li>• Have all exterior elevations been provided with sufficient windows and/or architectural features to eliminate large blank spaces?</li> </ul>	
4.26	Outside lighting conforms to Dark Sky requirements?	
	<ul style="list-style-type: none"> <li>• Flood lights not allowed; soffit lights discouraged</li> </ul>	
	Is fence in accordance with CC&R's and 2015 IRC requirements?	
Note:	Capital Impact Fee of \$3,000 and Builder Performance Deposit of \$3,000 required before construction commencement.	
Note:	No CO issued until final McComis inspections approved and landscaping installed.	

CCR Enforcement	Description	Yes/No
III.	<b>POOL PLAN REVIEW</b>	
	Site Plan	
	Within setbacks?	
	Pool deck and coping impervious cover calculations	
	Pool fencing/gates according to 2015 IRC specifications?	
	Landscaping plan included	
Note:	McComis Inspections	
	<ul style="list-style-type: none"> <li>• McComis must perform plan review before construction commencement</li> <li>• 2015 IRC is the inspection standard</li> </ul>	
Note:	Performance Deposit of \$2,000 required before construction commencement	
IV.	<b>LANDSCAPE PLAN REVIEW</b>	
Note:	Landscape Plan must be submitted by frame stage final inspection	
	<ul style="list-style-type: none"> <li>• LCRA Manual native plants proposed?</li> <li>• MP rotator system for turf?</li> <li>• Drip system for beds and trees?</li> <li>• Maximum spray irrigation area of 2.5 times sq ft of foundation footprint, or 12,000 sq ft, whichever is less?</li> <li>• Replacement trees proposed?</li> <li>• Does landscape cover entire foundation perimeter? Is there landscaping around the electrical service box and all screen walls?</li> </ul>	
	•	
4.33	Address monument located on landscape plan?	
4.16	Retaining walls proposed?	
4.7	Any outside storage buildings, greenhouses, playhouses, etc?	
	Are they located within the established setbacks?	
4.15	Any solar panels proposed?	
	Any rainwater harvesting proposed? (Guidelines can be found in the Legislative Rules 2021, Section XX.)	
7.18	Any variances requested?	
	<b>Executed by Owner:</b>	
	<b>Date:</b>	
	<b>Executed by Custom Builder, Pool or Landscape Contractor</b>	
	<b>Date:</b>	