

Architectural Review Application & Guidelines

The review process of architectural requests can take up to 30-days, so please plan accordingly when submitting your request. We will not know the status of your request until the committee makes a determination. Once a determination has been made, you will be notified via email. Please provide detailed plans, materials list, plot plan, diagram, pictures, and any information that will explain in detail exactly what modification you are planning. Architectural request forms can be found on the community website or at the community office. We have also included a copy for use within this packet.

Please be aware that these are just a few of the items that require architectural approval. This list may not include everything requiring approval. If you are planning on making any exterior changes to your home, please check with the association office to see if you may need to submit an application for modifications.



If your improvement requires a permit, you will use the Residential Building Permit Application. For improvements not requiring a permit, you will use the single-page Architectural Review Application.

Architectural requests are required for any exterior modification or improvement.

Projects requiring electrical, plumbing, or mechanical work are just a few examples of a home modification that *may* require a permit as well as an inspection. Fees are based on the valuation of the project.

Please email requests to ckemp@ccmcnet.com

6' Fencing

- Fence is not any closer than 5' from any corner of the front of the home.
- Fences/Gates shall be constructed of Douglas Fir dog ear cut at a minimum and shall have 8' steel posts, secured to the steel post by a metal "U" bracket on every rail, will have at least three rails per section. All fence slats will be secured by 2 aluminum ring shank nails per rail.
- 8' steel fence posts shall be set a minimum of two feet (2') in concrete below existing ground.
- Fence must be constructed with the finished side facing out in the front of the home.
- Fence posts shall not be visible from the street or neighboring homes.
- Fence will be stained with approved stain color: Sherwin Semi-Transparent Williams Cedar Bark #3511.

Provide an architectural request form along with a copy of the plot plan for your lot, noting the anticipated location of your modification. Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email

8' Fencing

- The new fence will need to be built with a 5' setback on the side of the home.
- Fences shall be constructed of a minimum dog ear Douglas Fir and shall have steel posts, secured to the steel post by a metal "U" bracket on every rail, and will have three rails per section. All fence slats will be secured by 2 aluminum ring shank nails per rail.
 - 10' steel fence posts must be set a minimum of two feet (2') in concrete below existing ground.
- Fence must be constructed with the finished side facing out in the front of the home.
- Fence posts shall not be visible from the street or neighboring homes.
- Fence will be stained with approved stain color: Sherwin Williams Semi Transparent Cedar Bark #3511.
- Please note that approval shall be noted by signatures from adjoining fence homeowners. A signed copy must be returned to the association office prior to construction.
- Submit plot plan along with request form denoting the location of modification.

Attached Patio Cover

- Requires Residential Building Permit Application and Permit Fee.
- Please provide two sets of detailed plans, a plot plan, a materials list, as well as pictures.
- Contractor is required to contact the inspector @ Bureau Veritas for required inspections as applicable.
- Composition Roof with matching roofing shingles are mandatory.

Provide Residential Building Permit form along with items specified, noting the anticipated location of the modification. Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Free Standing Patio Cover

The structure must be built at the back of the home, so it is not visible from the front street. There must be a minimum 5' set back from all fences. The patio structure should not interfere with the existing swale on either side of the home. If the patio structure is built with cedar it may be stained to match the fence or left natural.

If a concrete patio is to be installed to accommodate the free standing patio cover, install concrete @ a minimum of 4" thick slab, rebar @ 18" on center with chairs for support.

Please provide an architectural request form along with a copy of the plot plan noting the location of the structure, materials list, and pictures for reference. Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Attached Sun Room

- Requires Residential Building Permit Application.
- Permit fee to be submitted to the Heartland Community Association.
- Two sets of plot plans are required indicating the location of the modification.
- The roof shingles shall match existing roof shingles on the home.
 - The finishing color must match the existing trim and finishes on the home.
 - The structure conforms to the materials and design set forth in the application.
- The structure *must* be properly maintained at all times
- The existing patio is to be used for the foundation of this sunroom structure and the patio must have the necessary strength (rebar or some other steel component is in the slab) to support the additional weight of the sunroom.
- If a new concrete foundation is required, the following shall be met:

Install concrete @ a minimum of 4" thick slab, rebar @ 18" on center with chairs for support and attach to existing house foundation. Ensure tie into existing patio is sufficient – i.e. dowels, expansion joint, etc.

- Any connections to the existing home are passive and not necessary for a structural component of the addition.
- There are no plumbing fixtures to be added during this construction.
- There are no electrical additions to be added during this construction (no wiring for lighting or ceiling fans).
- Contractor is required to contact the inspector @ Bureau Veritas for the required inspections as applicable.

Inspections requested by 5 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed.

Inspection Line (817) 335-8111 | Toll Free Number (877) 837-8775

Inspection FAX line (817) 335-8110 | Toll Free FAX line (877) 837-8859

Should the contractor fail to obtain any of the required inspections during this construction process, they risk the ability to be approved for any construction in Heartland for the next six (6) months or more.

Back Yard Tree

The setback of a minimum of 5' off the interior fence line is required and you will want to minimize the occurrence of tree limbs that may hang over into neighboring yards. Also, swales on either side of the yard cannot be blocked or changed to ensure flow of water to the front yard. Please submit the type of tree requested along with your architectural request form.

A copy of the plot plan for your lot, noting the anticipated location of your modification is required. Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Concrete Patio Requirements

Concrete must be at a minimum of 4" thick slab, rebar @ 18" on center with chairs for support. Ensure tie into existing patio is sufficient – i.e. dowels, expansion joint, etc.

The following conditions must be met: There must be at least five feet (5') of setback from all fence lines. The concrete patio cannot change the drainage pattern of your back yard or affect drainage to your neighbor's yards or in common areas you may border. Please ensure proper maintenance of swales, on side yards, is free of debris to allow run-off to the front of the house and that the swale is kept unobstructed.

- A copy of the plot plan indicating the location of modification.
- If the patio will tie into the foundation, a permit will be required

If in the future you decide to add a patio cover to the concrete patio, you must get architectural approval prior to construction.

Provide an architectural request form along with a copy of the plot plan for your lot, noting the anticipated location of your modification. Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Dog Kennel/Dog Run

The dog kennel is to be located behind the house in the backyard so that it is not visible from the front yard with a minimum of 5' setbacks from the side and back fences. The kennel may not be visible from the street, neighboring homes or common areas.

Dog Run:

- A copy of the plot plan indicating the location of modification.
- New interior fence will be built utilizing a 5' chain link fence or as approved by the architectural approval committee.
- The dog run cannot be attached or secured to the shared fence.
- Structure cannot be visible from the front of the home.
- The dog run cannot change the drainage pattern of your back yard or affect drainage to your neighbor's yards or in common areas you may border.
- Structure will be built with a 5' setback off any fence line.
- Dog run must be continually maintained in good condition.
- Owner shall, on a continual basis pick up any waste created by pets so that no odor shall emanate from such dog-run as considered offensive to a neighbor.
- In keeping with the community rules & regulations, the owner may not have more than four (4) pets. However, only one dog shall be permitted in a single dog run.
- Dogs shall not bark on a continual basis causing a noise annoyance to neighbor homes.
- Owner shall provide shade and water for dogs while inside the dog run.

Provide an architectural request form along with a copy of the plot plan for your lot, noting the anticipated location of your modification. Structure specifications to include size, and other pertinent information. Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Flag Pole

Flagpoles on Lots must be silver or black in color, must be constructed of aluminum, and may not exceed the height of the roof or 20 feet, whichever is less. Only one flagpole is allowed per Lot. With regard to any flags to be flown on a Lot, each Owner has a right to fly certain flags on his Lot. A United States flag, State of Texas flag or an official or replica flag of any branch of the United States armed forces may be displayed in a respectful manner on a flagpole that is in compliance with Section 1.6(n). Flags may not exceed three feet by five feet in size. Flag lighting (if any) shall be directed at the flag and may not cause or be a nuisance to neighboring lots or surrounding homes. All flags must be in good condition and flown in compliance with applicable federal and state laws governing public flags.

Please provide an architectural request form along with the location of the flag pole and submit it to the community association office in person or via email and the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Flagstone Patio

Flagstones may be installed to extend only as far as the back outside corner of the home, as placing the flagstones along the side of the home will place the flagstones too close to the fence, which will interfere with the swale required for proper draining between homes. The flagstone shall be of natural color and installed as a permanent amenity.

- A copy of the plot plan indicating the location of modification is required.

Please provide an architectural request form along with a copy of the plot plan for your lot, noting the anticipated location of your modification. Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Garage Lights

- The outdoor light sources shall be mounted in such a way that the lighting will be shielded to prevent glare.
- Outdoor lighting must be installed in order to not spill over onto neighboring lots. Lighting must be directed away from neighboring lots.
- Barnyard, colored or, sodium vapor lights are not permitted.
- Outdoor lighting shall not be directed in a manner that distracts motorists.
- Please provide pictures of the requested lights and the location to be installed

Please provide an architectural request form along with a diagram noting the anticipated location of your modification. Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Gutters

Gutters shall be metal, seamless, and closely match the trim color on the house.

Please provide an architectural request form noting the required information above. Once submitted to the community association office in person or via email, the request will be submitted for consideration.

The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email

Brick & Stone Landscape Border

Please complete the architectural request form, proving plot plan, diagram location of modification, and provide a picture(s) of the type of stone you anticipate using.

The height of the brick and stone border cannot be any taller than the foundation of the house and stone and mortar shall be of a natural earth tone color.

HVAC & AC Units

- Complete a Residential Building Permit Application.
- Return the completed form to the Heartland Community Association.
- Submit a fee of \$125.00 to the Heartland Community Association will be required.
- Once approved, the applicant may pick up the permit at the association office
- Applicant will need to contact Bureau Veritas for the inspection.

The contractor is required to contact the inspector @ Bureau Veritas for required inspections.

Inspections requested by 5 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed.

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Inspection FAX line (817) 335-8110 | Toll Free FAX line (877) 837-8859

Painting Front Door

Please submit a completed Architectural Request Form and provide a color swatch of the desired color.

The color choice submitted shall be complementary to the brick and trim color. The door shall be professionally painted in a solid color.

Pergola

There must be a minimum 5' set back from all fence lines. The structure must be built at the back of the home, so it is not visible from the front street and the height is not in excess of the roofline-gutter line of the fascia board. The color should be a solid earthen color. The structure must be removed or items replaced in the event that weather fades the original color or the structure falls into disrepair. The structure must be securely fastened at all times. Provide an architectural request form along with a copy of the plot plan for your lot, noting the anticipated location of your modification along with a materials list and picture for reference. Once submitted to the community association office in person or via email, the request will be submitted for consideration.

In-Ground Pool

Pools are contingent upon meeting the 5' setback from all adjoining fences. No exterior structures (pool houses, gazebos, decks, etc.) may be constructed or set up for electricity and/or plumbing without written approval.

The Permit Fee for a pool inspection is due at the time the permit is received and a check shall be made out to the Heartland Community Association.

The Bureau Veritas Permit Application shall be completed and turned into the community association office for review along with completed plans by the pool company, a copy of the plot plan noting the exact location of the pool in the back yard as well as all required information on the permit application in regards to licensing, etc. Electrical to the pool motor and components must be installed by a licensed electrician and must be inspected by Bureau Veritas.

Contact Bureau Veritas prior to installation for permit directives. 877-837-8775.

Please provide a certificate of insurance from your insurance company that shows Heartland as a certificate holder and shows the insurance that covers your home and neighboring homes in case of pool failure.

The pool must meet all governmental regulations, including permit requirements. The pool must be protected by 6' fencing, which must be maintained in good repair and approved to comply with the requirements according to the Municipal Utility District and City of Crandall Code Ordinance(s)-including self-closing gates that open outward.

Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Shutters

Please complete the Architectural Request Form and provide pictures, color selection, and style of shutter.

Shutters are allowed provided they match the size, scale, number, color, and style that is compatible with and complementary to the style, exterior materials, and exterior colors of the home.

Partial Replacement of Driveway

Though 3,000 PSI is generally acceptable, we highly recommend 4,000 PSI concrete be used. The current design guidelines call for:

- All front entry driveways must be a minimum of 22' in length from the front property line (right-of-way) to the garage. Driveways shall be a minimum of 16' wide. Any previously installed utility structures (i.e.: valves, manholes) must be adjusted to match (level) the finished grade.
- Construction of the driveway and sidewalk shall not alter drainage swales (no fill material except directly under the 2' extension of the driveway, the edge of the driveway should have a grade beam in order to maintain the current elevation of the swale at the edge of the driveway extension).
- All driveways shall be a minimum of 4" thick concrete.

Horizontal curb cuts shall be made for the connection of a driveway. No excavation of the driveway below the gutter elevation in the street shall be made until the day of the concrete pour of the driveway. A permit will be required if replacing the approach and the right of way. Request a copy of the Bureau Veritas Permit Request form. You will also need to provide a copy of your plot plan along with the permit request form.

Play Structure

Play structures require a recommended 'safe play area' of 6' on all sides beyond the footprint that is provided and is able to fit within the lot size, including a 5' set back from each adjoining neighboring fence and back fence.

The color for the structure is to be a solid earthen color (such as brown or forest green). The safe play area must take into account the required setbacks from the back and side yard fences which in accordance with the Community Declaration, is a minimum of 5'.

The structure is to be installed behind the home so it is not visible from the front of the house. The structure must be maintained in good repair or be dismantled should it fall into disrepair.

Please provide an architectural request form along with a copy of the plot plan for your lot, noting the anticipated location of the modification as well as a materials list and picture for reference. Once submitted to the community association office in person or via email, the request will be submitted for consideration.

Roof Repair/Replacement

Shingles must have a 25-year warranty or better. Plumbing stacks and roof vents must be painted to match the roofing color. Exposed flashing and downspouts must be painted to blend with the adjacent materials.

For repair, shingles must match the existing shingles and blend in color.

Please provide an architectural request form along with the color of the shingles, manufacturer, warranty, and type of shingles. Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regard to your request, an approval/denial letter will be sent via email.

*3-Tab Shingles are NOT approved.

Sidewalk Replacement

It is recommended that 3,000 PSI concrete should be used with #3 rebar on a sixteen-inch (16") grid pattern and be a minimum of 4" thick concrete, 5' wide with a minimum grade of ¼" per foot from top to curb. Any previously installed utility structures (i.e.: valves, manholes) must be adjusted to match the finished grade. Sidewalk shall be installed as it currently exists.

Please provide an architectural request form along with a copy of the plot plan for your lot, noting the anticipated location of your modification. Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Solar Screens

Complete the Architectural Request Form and provide the location, color, and type of solar screen.

Screens must be brown or Black. All window frames must be white, ivory or other light color is compatible with the trim color of the home.

Solar Window Film

Installation of solar window film on windows shall have a 'Neutral' color. The film will be installed on the inside windows.

However, at any time the film peels have air pockets or become unsightly, you will be required to remove the film immediately.

St. Augustine Sod

- Entire yard must be sodded in full and not sprigged or pieced in small sections.
- Approval, as noted by signature from adjoining homeowner(s) as this is an evasive grass and neighboring homes, must sign off for approval to move forward.
- Signed copy must be returned to the Association Office with architectural request prior to installation.

Storm Door

- The storm door color shall be complementary with the brick, siding, and trim colors on the home.
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- Storm doors will normally be allowed which have a single glass panel or a two-panel glass or glass/screen combination. Storm doors must have substantial frames constructed of wood, metal, or fiberglass.
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- Please provide an architectural request form along with a picture of the storm door, and specifications and submit it to the community association office in person or via email, and the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Storage Sheds

The shed shall have wood siding, composition roofing shingles that match the existing roofing shingles and the color is of a natural earth tone and shall be painted a solid color. The shed is to be located behind the house in the backyard so that it is not visible from the front with a minimum of 5' setbacks from the side and back fences and roof shingles that match the shingles on the home. The shed may not exceed 8' in height at the ridgeline from the natural ground before the concrete slab is installed (slant roof slope) and cannot exceed a footprint of 100 square feet.

If building a concrete pad for the structure to set upon, install a concrete pad as noted. Be sure the work does not impact the existing drainage pattern of the lot. The following guidelines shall be followed: Install concrete at a minimum of 4" thick slab, 3/8" rebar @ 10" on center with chairs for support, five feet (5') of set back from all fence lines.

Please provide an architectural request form along with a copy of the plot plan for your lot, noting the anticipated location of the storage shed. Once submitted to the community association office in person or via email, the request will be submitted for consideration. The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.

Trampoline

The trampoline shall be set back at least five (5') feet from the side yard fences (so that it will be substantially obscured from the front of the street by the house) and 5' set back from the back yard fence. The trampoline is recommended to be installed with a protection-net enclosure.

The association office will not be able to provide updates on the status of your request. Once a decision has been made in regards to your request, an approval/denial letter will be sent via email.