



Canyon Springs Resort

Property Owners Association Inc.

Architectural Review Form

Permit # _____ CANYON SPRINGS RESORT Architectural Review application

Date _____ Name: _____

Address: _____

Phone/ Contact: _____ Address where work will be performed

Legal Description: Unit _____ Block _____ Lot _____ Start date: _____

Residential Construction: House ___ Mfg. Home (trailer) ___ Mfg. Home (modular) ___

Square footage/size: _____

Construction: Exterior Materials _____ Foundation: _____

(Manufactured Mobile homes must be permanently installed. See the CSRPOA Policy for

Permanent Installation of Manufactured Housing)

Permit is good for 6-months only.

Additions/Exterior Remodeling: Remodel ___ Addition ___

Description of Work: _____

Size _____

Non-Residential: Garage ___ Carport ___ Shed ___ Driveway ___

Deck ___ Patio ___ Other (describe) _____

Size _____

Non-Permanent: Sidewalk ___ Fence ___ Other _____

Permit Application fee: \$ _____ Size: _____ Description _____

1. Please attach complete Plot Plan which includes a drawing of the location of the improvement, property lines, set-back lines, and any easements. Plot plan must show existing structures as well as new/proposed structures.
2. Please attach Comal County On Site Sewage Facility (OSSF) Permit/license. If unavailable at application time, please remember to provide the association with an approved copy once received. Residence cannot be occupied until OSSF certificate is approved by Comal County and CSRPOA has received a copy.
3. Failure to supply Plot Plan may be grounds for denial of Permit Application.
4. Failure to supply Plot Plan or OSSF certificate is a violation of deed restrictions, and may result in fines.
5. Building without an Architectural review approval is a violation of deed restrictions and may result in violation fines being issued.
6. By signature the applicant certifies that s/he has read and understands the deed restrictions and policies of CSRPOA and promises to abide by all provisions of such dedicatory instruments.

Mail or bring to a Board meeting the completed application to: CSRPOA, 691 Canyon Springs Dr, Canyon Lake, Texas 78133. Phone (830) 899-8555.

Architectural Review Approval

Permit Number: _____

CSRPOA issues this approval on the date signed below, by official designated as Architectural Committee, for the following construction project in Canyon Springs Resort:

Name: _____

Address of work: _____ Unit ___ Block ___ Lot _____

Nature of Improvement: _____

Date begun: _____ Expiration date: _____

Approved Signature (Architectural Committee) _____

NOTICE: Above named owner holds approval to construct the above-described improvement between the dates listed. Owner agrees to complete construction within the time agreed, or to request an extension prior to expiration date. Failure to obtain approved extensions will be grounds for revocation of approval, and will be considered as a violation of deed restrictions.

Extension 1: Approved date: _____ New Expiration date: _____

Signed (Architectural Committee) _____

Extension 2: Approved date: _____ New Expiration date: _____

Signed (Architectural Committee) _____

This Permit may be presented to document to any person that CSRPOA has approved the construction/improvement listed.

Any changes to the project from that listed on the approval must be reported promptly to the Architectural Committee for amendment to the approved application. Failure to do so may be grounds for revocation of Permit.

Once OSSF certificate is received; a copy must be supplied to the Architectural Committee.

Manufactured housing (trailers) is only authorized on lots approved by deed restrictions for such use, and must comply with CSRPOA Permanent Installation Policy.

Any persons having questions concerning this permit shall address such to the President, CSRPOA, 691 Canyon Springs Drive, Canyon Lake, Texas 78133.

Checklist: (Completed and retained by Architectural Committee)

(Submitted to Board upon final completion)

1. Plot Plan Attached? _____
2. OSSF Certificate Attached? _____ N/A _____
3. Payment Submitted? _____ Amount Paid \$ _____ Check ___ Cash ___ MO ___ Other _____
4. Application Signed? _____
5. Deed Restriction Compliance? _____
6. Reported to Board? _____ Date: _____
7. Variances? _____

(Describe): _____

(Approved by Board)? _____ Date: _____

8. Site Inspected: _____ Date of Inspection: _____
9. Follow-up Inspections: Date _____

Notes: _____

10. Project Completed: _____ Date: _____

Field Notes:

