



# CITY OF CASTLE HILLS

209 LEMONWOOD DRIVE • CASTLE HILLS, TEXAS 78213-2410 • (210) 342-2341 • FAX (210) 342-4525

## APPLICATION AND INFORMATION ARCHITECTURAL REVIEW COMMITTEE HEARING

The ARC shall meet monthly, or on call as needed. All formal ARC meetings shall be open to the public and posted in accordance with the Open Meetings Act. A preliminary ARC meeting may be requested by an applicant and held informally as no formal vote will be taken. The purpose of a preliminary ARC meeting would be to assist an applicant in providing the necessary plans and specifications. A preliminary ARC meeting may be conducted with at least two committee members just prior to the regular meeting or at a time more convenient to those involved. Only projects with construction costs of more than \$50,000 will require Architectural Review Committee review with plans prepared, sealed and signed by a licensed Texas Registered Architect and a licensed Texas Professional Engineer for structural engineering services.

### **ISSUES TO BE ADDRESSED BY THE ARCHITECTURAL REVIEW COMMITTEE:**

- (A) *Appropriate signage; size limitations, color, and other aesthetic considerations.* All permanent signs must be approved by the ARC.
- (B) Conservation of trees and other natural habitat considerations.
- (C) Harmony of design, colors, materials, and finishes.
- (D) Quality, character, and scale of design.
- (E) Visibility and effect upon view at all sight lines.
- (F) Suitability of building materials.
- (G) Energy efficiency of design.
- (H) Irrigation and maintenance.
- (I) Accessibility design considerations for persons with disabilities.

### **BUILDING PERMIT PROCESS.**

(A) The building permit and ARC process does not start unless and until all zoning issues are completed. As set out in Chapter 50, Zoning, an application for a special permit and the procedure with reference thereto is a zoning case. The ARC has no zoning jurisdiction.

(B) An application for a building permit will be filed by the applicant with the city's building official. After making sure that the application is in proper form and is for a permitted structure in the zoning district in question, the building official will refer the matter to the ARC for the purpose of it addressing the issues enumerated above. The submission to the ARC shall also comply with those items enumerated below.

**MINIMUM REQUIREMENTS FOR SUBMISSION TO THE ARCHITECTURAL REVIEW COMMITTEE.**

(A) Plat to scale showing project square footage and location of building or buildings.

(B) Information necessary to show compliance with building code and zoning code.

(C) Building plans (preliminary) giving footprint square footage as well as total square footage, site and grading plan, a survey which includes a tree survey, demolition plans if relevant, all to be included whether a new building, an addition, or exterior remodeling.

(D) Exterior elevations, in color, reflecting specified exterior building materials. *A sample board showing all exterior materials and colors.*

(E) Landscape plans reflecting landscape areas including landscape buffer, plant specifications and locations, exterior lighting layout, parking, and any site screening.

(F) Design of any permanent sign showing size, color, and other specifications, whether freestanding or building-mounted.

(G) Photographs showing existing property, existing structures including any to be demolished, and adjacent neighbors' property.

(H) Provisions for location of trash and garbage containers for collection and removal and for any exterior storage, with plans for screening same.

(I) Size and location of any rooftop equipment with method and design of screening.

(J) Site and exterior building illumination.

(K) All plans for construction must be prepared, sealed, and signed by a State-Registered Architect. In the case of any new building or an addition to an existing building, the plans will also require a licensed State Professional Engineer to provide structural engineering services.

(L) An original and 19 sets of the completed application and above minimum requirements.

**NOTICE AND REPORTS.**

(A) Notice of the Hearing by the Architectural Review Committee shall be given as required by the Open Meetings Act. Additionally, notice of such hearing shall be mailed at least ten calendar days prior to the date of the hearing to the applicant and to owners of real property within 200 feet of the exterior boundary of the property involved as such owners of record are shown on the tax roll. Compliance with the procedures set forth in this section shall constitute a good faith effort to provide notice, and the failure of any owner to receive notice shall not prevent the city from proceeding with the hearing or from taking any action or affect the validity of any action. Typographical and/or publishing errors shall not invalidate any action of the Architectural Review Committee.

(B) The Architectural Review Committee shall make a written report of recommendations with supporting findings to the City Council for each project heard by the Committee. These reports shall be signed by the Committee Chairman and kept on file in the office of the City Manager.

**CITY COUNCIL PROCEDURE.**

(A) Upon receipt of the written report of recommendations with supporting findings from the ARC, the City Council will review such report and either:

- (1) Refer the report to the building official for the issuance of a building permit, or
- (2) Refer the report back to the ARC for further evaluation as specifically required by the City Council with a request for a supplemental report.

(B) This process shall continue until the City Council is satisfied that the building permit shall be issued.

All applications will be submitted, along with a written request, a minimum of forty-five (45) days prior to the date of the Committee's hearing. Fee schedule for the formal review by the Architectural Review Committee of a project is set at **\$200.00** per application. The applicant will be required to prove ownership of the property involved in the application, or he will be required to submit authorization from the actual owner, in writing, authorizing the request.

**THE APPLICANT OR HIS REPRESENTATIVE MUST APPEAR AT THE ARC HEARING AND THE CITY COUNCIL MEETING TO PRESENT THE APPLICATION.**

The applicant requesting a Hearing will post a city provided notice on the property in question advising the public of the hearing date. The notice must be posted upon acceptance of the application and the setting of the date of the hearing.

CITY OF CASTLE HILLS  
GENERAL INFORMATION  
FOR ARCHITECTURAL REVIEW COMMITTEE HEARING

(Please retain pages 1-3 for your information and return page four)

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APPLICANT’S NAME ADDRESS & PHONE #

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PROPERTY ADDRESS LEGAL DESCRIPTION

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PROPERTY OWNER ADDRESS & PHONE #

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PROPOSED USE OF BUILDING

Please provide your written request for the Hearing below:

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Approved as to form by City Manager

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Date

CITY OF CASTLE HILLS  
ARCHITECTURAL REVIEW HEARING  
MINIMUM REQUIREMENTS

1. \_\_\_\_\_ Completed Application
2. \_\_\_\_\_ Proof of ownership of property or letter of authorization from property owner.
3. \_\_\_\_\_ \$200 filing fee
4. \_\_\_\_\_ **Submit one (1) original set plus 19 complete sets of:**
  - \_\_\_\_\_ A. 8-1/2" x 11" or 11" x 17" Plat to scale showing project square footage and location of building or buildings.
  - \_\_\_\_\_ B. Information necessary to show compliance with building code and zoning code.
  - \_\_\_\_\_ C. Preliminary building plan includes:
    - (1) Footprint square footage
    - (2) Site and grading plan
    - (3) Tree survey showing types of trees - existing trees and/or removal
    - (4) Demolition plans (if relevant)
  - \_\_\_\_\_ D. Exterior elevations, in color, reflecting specified exterior building materials. A sample board show all exterior materials and colors.
  - \_\_\_\_\_ E. Landscape plans reflecting landscape areas including landscape buffer, plant specifications and locations, exterior lighting layout, parking and site screening.
  - \_\_\_\_\_ F. Design of any permanent sign showing size, color, and other specifications, whether freestanding or building-mounted.
  - \_\_\_\_\_ G. Photographs showing existing property, existing structures including any to be demolished, and adjacent neighbors' property.
  - \_\_\_\_\_ H. Provisions for location of trash/garbage containers for collection and removal and for any exterior storage, plans for screening same.
  - \_\_\_\_\_ I. Size and location of any rooftop equipment with method and design of screening.
  - \_\_\_\_\_ J. Site and exterior building illumination

*All plans for construction must be prepared, sealed, and signed by a State-Registered Architect. In the case of any new building or an addition to an existing building, the plans will also require a licensed State Professional Engineer to provide structural engineering services.*

Provide one original and 19 copies of the completed application and above minimum requirements.

*If any of the above listed information is not included with this application, then the application will be returned to the applicant and will not be accepted until all information is resubmitted.*

\_\_\_\_\_ I have verified that all required information is submitted with the Architectural Review Application.

\_\_\_\_\_ I understand a City provided sign must be posted on the property in question advising the public of the hearing date (must be posted within 5 days of acceptance of the application).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Hearing

**OWNER AUTHORIZATION**  
(Please return with application)

I, \_\_\_\_\_  
owner of subject property at \_\_\_\_\_  
authorize (applicant) \_\_\_\_\_  
to pursue a request before the City of Castle Hills Architectural Review Committee for  
the following described project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Property Owner

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

\_\_\_\_\_  
Date