

ARCHITECTURAL COMPLIANCE PROCEDURES INSTRUCTIONS FOR PROPERTY OWNERS

1. **BEFORE** construction on any project begins, a Property Owner must schedule a meeting to review and discuss the appropriate Architectural Compliance Form with a member of the Committee. Thereafter, a completed form is to be hand delivered or submitted by certified mail to the Committee along with the following:
 - a. One complete set of plans including:
 - Elevation and Plot Plan (The Plot Plan must show dimensions of lot lines, location of structures, and the distance of structures from each lot line.)
2. The Horseshoe Bend Architectural Committee's address is:

197 CR 4550
Winnsboro, Texas 75494
3. After submitting construction plans and related documents, contact the Committee's Chairperson to schedule an on-site inspection of the construction site. (The Property Owner should be present and may also elect to have his/her contractor present for the on-site inspection.) The location of the construction project shall be clearly marked or staked prior to this on-site inspection. Property lines should also be clearly marked in order to facilitate accurate measurements of the location of the construction project on the property.
4. With regard to dwellings and other structures, the preparation of the foundation site shall be considered the start of construction. If the project is not commenced within one hundred eighty (180) days from the date of approval, the approval shall be considered null and void.
5. Upon installation of the septic system, a copy of the Certificate of Completion from the Texas Commission on Environmental Quality (TCEQ), formerly the Texas Natural Resources Commission (TNRCC), must be provided to the Committee.
6. Completion of a dwelling is defined as occurring when it is capable of being occupied as a residence.
7. Completion of a structure (other than a dwelling) is defined as occurring when it is capable of being used for the intended purpose.