

Bella Charca
Plans Review Application

Construction and improvement plans are reviewed by the Architectural Review Committee (“ARC”) for compliance with subdivision covenants, plat stipulations, and harmony with existing development.

The ARC will initiate the review process as soon as received and will respond to the Applicant as quickly as possible.

Electronic submittals are preferred by the ARC and are normally reviewed more rapidly than paper submittals.

Plans Review	Instruction
Application	Must be received by ARC not less than 15 days prior to planned commencement of work.
ARC Response	Work must not be commenced until Applicant receives ARC’s affirmative application response.

Preferred - Electronic Submittal (PDF Format Only)	
To:	ARC Chair mgmt@BellaCharcaHOA.com
Subject:	Plans Review Application
Attach:	Completed Application Forms (4 pages) Plans listed on application form

Optional - Paper Submittal – (Mail or Hand-Deliver)	
To:	ARC Chair c/o Bella Charca HOA Manager 1 Bending Branch Rd. Belton, Texas 76513
Enclose:	2 Copies – Completed Application Forms (4 pages) 2 Copies – Plans listed on application form (24” x 36”)

For HOA Use Only – Paper Submittals	
Date	Action
	Plan Review Application Package Received
	Incomplete Application – Applicant Notified
	Complete Plans Review Application Package Received
	Delivered to ARC
	ARC Plan Review Response

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Email 1 Electronic copy (pdf format) of Plans Review Package:

To: mgmt@BellaCharcaHOA.com
Subject: Plans Review Application Forms

If unable to email, deliver the following to:

- *2 Complete Copies of Plans (Maximum Size of Plans - 24 x 36)*
- *2 Complete Copies of Plan Review Application Forms*

Bella Charca ARC Review
Bella Charca HOA Manager
1 Bending Branch Rd.
Belton, Texas 76513

Important

- *Submittal must be received a minimum 15 days prior to planned commencement of work, construction, or landscaping*
- *Do Not Commence Work, Construction, or Landscaping prior to completion of the Plans Review Process*

Date Complete Plan Review Package Received: _____

Date of Plan Review Response: _____

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All construction plans for new, remodel or rebuild (including outbuildings, fences, swimming pools, retaining walls, and landscaping), must be reviewed by the Architectural Review Committee (“ARC”) prior to commencement of any on site construction, including grading.

Building Site:

Lot	Block	Phase	Street No.	Street

Plans Package: (If paper copies submitted: 2 complete sets must be submitted, 1 set will be returned following ARC review)

Check-off	Item	Remarks (drawings must be to scale)
	Floor Plans (all floors)	Dimensioned & detailed - Outbuilding plans must be included
	Elevation Plans (all sides)	Exterior veneer shown for each wall
	Roof Plans	Include Roof Pitch(s)
	Site Plan	House, Outbuildings, Flatwork, Retaining Walls, Fences, Temporary Erosion Controls (silt fences), etc. (Dimensions to Plat and Covenant Set-backs must shown)
	Landscape Plan (Full Site)	May be submitted during construction (prior) to installation
	Application Fee	None

Plan Name & Number: _____

Dated: _____

Floor	Conditioned Area	Non-Conditioned (Garage, Porches & Storage)
First	SF	SF
Second	SF	SF
Total	SF	SF

Finishes & Gas Service:

Location	Material (Circle Applicable)	Minimum
Exterior Walls	<input type="checkbox"/> Brick <input type="checkbox"/> Stucco <input type="checkbox"/> Stone <input type="checkbox"/> Combo <input type="checkbox"/> Other (see attached)	75% Masonry
Chimney	<input type="checkbox"/> Brick <input type="checkbox"/> Stucco <input type="checkbox"/> Stone <input type="checkbox"/> Combo <input type="checkbox"/> Other (see attached)	Per Covenants
Roofing	<input type="checkbox"/> 30-Yr Composition (Brown or Gray in Color) – <input type="checkbox"/> Clay or Concrete Tile	Per Covenants
Gas Service (all that apply)	<input type="checkbox"/> Heat <input type="checkbox"/> Water Heater <input type="checkbox"/> Cooking <input type="checkbox"/> Drying <input type="checkbox"/> Fireplace <input type="checkbox"/> Other	Heat & Water Heater

Builder & Owner Contact Information: (Owner information required for custom homes)

Item	Builder	Owner	Owner
Name			
Company Name			
Mailing Address Street / City / Zip			
Phone (Office)	() -	() -	() -
Fax	() -	() -	() -
Email Address			
Cell Phone	() -	() -	() -
Home Phone	() -	() -	() -
Emergency Phone	() -	() -	() -
TRCC #			

Builder & Owner Statement:

We have read, understand, and agree to abide with Bella Charca ‘Home & Construction Guidelines’. We will ensure that all construction and construction related activities on the building site and within Bella Charca, will comply with all Bella Charca requirements and Covenants and applicable City, County, State, and Federal laws and regulations. We fully understand that compliance is our complete responsibility, regardless of the ARC plans review.” ARC representatives are hereby authorized to contact us regarding plans submittal or construction compliance matters.

Builder: _____ **Date:** _____ **Owner:** _____ **Date:** _____

Bella Charca

Home & Construction Requirements

1. General.

- a. **Application for ARC Plans Review.** The plans review application package, whether for new, remodel, or rebuild construction, must be submitted to the ARC for review at least 15-days prior to commencement of construction or landscaping on the site.
- b. **Damage to Bella Charca Property.** Builder and Owners are responsible and will be required to reimburse the cost of any damage to subdivision property related to construction of the project.
- c. **Fires.** On-site burning and open fires are not permitted
- d. **Hours of Construction.** Construction activities are permitted between the hours of 7:00am and sundown, Monday through Friday and 8:00am to 5:00pm Saturday. Exceptions may be allowed when considered reasonable by the Bella Charca Construction Manager. Justifications for exceptions include severe weather, extended periods of inclement weather, proximity of the lot to occupied dwellings, and justifiable urgency.
- e. **Insurance – Builders Risk & General Liability.** The Builder must have and maintain in force, throughout construction of the project, Builders All-Risk and General Liability Insurance providing coverage for all aspects of the project. Owners are encouraged to secure general liability insurance protection.
- f. **Lawn, Tree & Shrub Cuttings.** Landscape maintenance debris must be properly disposed of. Grass cuttings, removed trees, and tree or shrub trimmings are not permitted to be disposed of on vacant lots or land within the subdivision.
- g. **Mail.** Pick-up and delivery of resident mail is from central mailbox locations. Individual home mailboxes are not permitted.
- h. **Permits.** The Builder must secure all respective regulatory permits prior to commencing related construction work.
- i. **Plan Modifications during Construction.** Plans for project modifications, subsequent to ARC review of the plans, must be submitted to the ARC at least 15-days prior to commencement of construction of such modifications.
- j. **Redi-mix Concrete ‘wash-out’ and Spills.** Excess concrete dumping and redi-mix concrete truck washout must be made on-site (on the lot where concrete is being poured) or removed from Bella Charca subdivision entirely. No central washout location is provided for this purpose. Concrete spills beyond the boundary of the lot, must be promptly cleaned up and removed.
- k. **Traffic.** Builder and Lot Owners are responsible for all site-related traffic and must ensure that adjacent properties are not blocked by equipment or vehicle parking, temporary or otherwise. Speeding or reckless driving is not tolerated. The Builder must notify subcontractors and suppliers to observe all traffic rules and laws of the subdivision and must ensure they are complied with.

2. Site.

- a. **Lot Maintenance.** Builders & Lot Owners are responsible, during, prior to, and following construction activities, to keep the Property free of weeds, dead trees, broken and fallen tree limbs, debris, or other unsightly materials.
- b. **Adjacent Property.** Builders & Lot Owners are responsible to protect adjacent property from damage due to their construction activities. Vacant lots, owned by others, are not to be used for access, staging, or storage of materials, or for placement of trash or construction debris, temporary or otherwise.
- c. **Environmental.** Builders must file (and comply with) a stormwater pollution prevention plan with the Texas Commission on Environmental Quality. Prior to and during construction, Builders and Lot owners must install and/or maintain temporary erosion control elements including, but not limited to, silt fencing or other silt filtration devices, and stone construction access, to comply with all storm water pollution prevention regulations.
- d. **Clean-up.** Trash containment and removal, and orderly staging of construction materials must be monitored and controlled daily. Trash ‘pens’ are required on each home construction site and must be constructed so as to adequately contain all trash placed inside. Welded-wire mesh is an acceptable component but must be wrapped with fabric or material sufficient to contain trash fully without spreading in windy conditions.
- e. **Construction Debris, Equipment, and Temporary Toilets.** Within 14 days of completion of construction or dwelling occupancy, whichever occurs first, all construction debris, equipment, surplus materials and temporary toilets must be removed from the site.
- f. **Driveways.** Must be Concrete, Brick, Masonry Pavers, or other material acceptable to the ARC. Gravel is not considered an acceptable driveway material.
- g. **Site Fill & Grading.** Fill operations, including imported fill, must be immediately leveled to facilitate subsequent site maintenance and mowing.
- h. **Fencing.** All rear yards must be privacy fenced and constructed of western red cedar or masonry (as defined herein) and no higher than six feet. Fence pickets on fences facing streets must be assembled on the street side of the fence frame. Fences facing streets must be stained (color prescribed by the ARC) upon installation. Wrought Iron fencing is acceptable for rear yards facing green space, parks, or property adjacent to Bella Charca. Chain-link fences are unacceptable except as dog or pet ‘runs’ when not visible from a street or another property. Yard fence construction must be completed upon completion of dwelling construction or initial occupancy, whichever occurs first.

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- i. **Garbage & Trash Containers.** Owner's must store garbage or trash containers inside or provide an outside storage area, screened from public view and adjacent properties.
 - j. **Gas or Oil Tanks.** Natural gas is available to each Phase I Lot therefore gas and oil tanks of any kind or prohibited. Natural gas is (NOT) available to Phase II, or subsequent phases, therefore gas and oil tanks are permitted only when installed below ground level and in compliance with all governing regulations.
 - k. **Landscaping, Fencing & Irrigation.** Landscaping, fencing and irrigation must be in place within 30 days of completion of improvements or immediately upon occupancy, whichever occurs first. Rock, 'Southwest' or 'Zero-Scape' type yards are not permitted in Bella Charca. Street-facing privacy fences (fences directly viewable from a street) must be stained a solid cedar color stain, equal to or comparable with "Flood CWF-UV Oil" (available from most home improvement stores).
 - l. **Irrigation.** Underground lawn irrigation systems must be installed in compliance with the restrictive covenants, within 30 days of completion of improvements or immediately upon occupancy, whichever occurs first.
 - m. **Placement of Improvements.** It is recommended, but not required, that the physical location of improvements be set by a professional surveyor, to reduce the risk of encroaching on easements and setback lines. Encroachments must be corrected.
 - n. **Retaining Walls.** Must be constructed of a Windsor style or stone. 'Dead-men', if any must not encroach on adjacent property or right-of-way. Railroad cross-ties in retaining walls or other forms of landscaping are not permitted.
 - o. **Sale or Lease of the Property.** Builder and/or Owners must make any buyer of the property aware of the existence of the Property Owners' Association, The Restrictive Covenants, and These General Construction Guidelines, prior to execution of any contract of sale or lease of the property.
 - p. **Signs.** Except for one builder and one realtor sign, advertising the property for sale, exterior signs on the property are not permitted, except during special events such as the Parade of Homes. For Sale signs may not exceed 24" x 30" and no more than 3' in height unless prior approval is received from the ARC. Except for developer signs marketing the subdivision, directional arrow signs are not permitted inside Bella Charca.
 - q. **Drainage and Stormwater Management:** Stormwater management for the property is the responsibility of the Applicant, Owner, and Builder. To the extent possible, project grading should direct stormwater to the street(s) adjacent to the project. The ARC and Declarant accept no responsibility for Applicant, Owner, or Builder's failure to adequately manage project stormwater run-off. Subdivision stormwater may not be diverted or restricted by any means, including grading or construction of fences, retaining walls, structures, walks, driveways, swimming pools, landscaping or any other feature.
 - r. **Street Mud.** Builder & Lot Owners are responsible to remove any dirt or mud infiltration from their site to the streets, subdivision storm drainage system, or adjacent property. Damage from such infiltration is the responsibility of the Builder and Lot Owner.
 - s. **Temporary Toilet.** Upon commencement of construction activities, a temporary toilet facility must be placed and secured from wind and vandals and must remain until construction and lot clean up are completed.
 - t. **Trees.** Except within the building footprint, driveway, swimming pool, or outbuilding, or within twenty feet of the main dwelling, no hardwood trees in excess of six inches in diameter at 12" above ground level may be removed from any lot without prior approval from the ARC. During construction, trees must be adequately protected from operations damage.
3. **Building** (General Guide Only - Refer to governing Restrictive Covenants for actual requirements).
- a. **Exterior Finishes.** Exterior walls (all structures) must be minimum 75% masonry.
 - b. **Construction Time.** Construction of the exterior of the main dwelling, including roof, windows, doors and masonry, must be completed within twelve months of commencement of construction.
 - c. **Minimum Living Area.** The minimum air-conditioned living area of the main dwelling must not be less than as stipulated in applicable Bella Charca, Restrictive Covenants.
 - d. **Roof Pitch.** The pitch of the house roof must be no less than 7/12. Exceptions may be granted by the ARC for secondary roofs such as porches and patio's, etc., and when overall house design style is appealing and harmonizes with the neighborhood.
4. **Compliance.**
- a. **Regulations.** In addition to complying with all governmental regulations governing Bella Charca, Builders and Owners must comply with these 'Home & Construction Requirements', the Property Owners Association 'Declaration of Covenants & Restrictions', and the Bella Charca 'Restrictive Covenants'.

NOTE: ITEMS HI-LIGHTED FOR EMPHASIS ARE ITEMS OFTEN OVERLOOKED BY BUILDERS AND OWNERS.