

Case# _____ Approved: Yes or No Approval Letter Date: _____ Completion Date: _____

San Geronimo Airpark Property Owners Association Architectural Control Committee Approval Request

The Architectural Control Committee must preapprove any construction involving the exterior on your property according to the San Geronimo Airpark Property Owners Amended Declaration of Covenants and Restrictions.

Approval requests must be submitted to the Architectural Control Committee by email to: acc.sgapoa@gmail.com or by US mail: ACC, San Geronimo Airpark Property Owners Association, 15464 Culebra #30, San Antonio TX 78253. The ACC will review and respond to this request within 30 days and send you a letter or email confirming approval, denial, or request for additional information. **If you intend construction beyond your property line that involves the runway, taxiway or road [Common Area], you must also submit a Common Area Construction Project Proposal to the SGAPOA Board. Failure to do so may result in you having to pay costs to restore the SGAPOA Common Area to its original condition.**

Lot #	Owner's Name: _____	Phone: _____
	Mail Address: _____	E-mail: _____

1. Approval requested for (please check as appropriate):

- | | | |
|--|--|--|
| <input type="checkbox"/> Home or Addition | <input type="checkbox"/> Hangar / Garage / Hail shed | <input type="checkbox"/> Concrete Slab |
| <input type="checkbox"/> Auxiliary Building / Shed | <input type="checkbox"/> Driveway / Parking | <input type="checkbox"/> Deck / Patio |
| <input type="checkbox"/> Fence / Wall | <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Other |

2. Brief description of proposed construction to include materials, finishes, height etc.:

3. Work to be performed by: _____ [Name]

4. Select Review Urgency: **Expedited** (7 days, \$50 fee to SGAPOA) –or– **Standard** (free, within 30 days)

5. Project start date: _____ **Expected completion date:** _____

6. Provide plans and specifications to fully describe the work to be undertaken. Submit PDF- format files by email or two hardcopy sets by mail. Any missing documentation may delay approval.

Include all, as applicable:

- A plot plan showing the location and dimensions (including height) of the existing and proposed improvements, and building setback lines, front, rear, and sides.
- Structural design, exterior elevations, exterior materials, colors, textures, and shapes of all improvements or modifications to be made.
- Exterior illumination plan including location and method of illumination.
- Provisions for drainage with cut and fill detail if change in lot contour is involved.

I understand once approved by the ACC the construction must be completed exactly as proposed within 12 consecutive months of the approval letter date, I may not make any modifications to SGAPOA owned common areas, and any changes will require additional ACC review. Any extensions or changes will require an ACC amendment form and will be processed separately.

_____	_____
Lot Owner's Signature	Date