

# **The Crossing at Kenberg Property Owners Association**

205 Hidden Lake Drive, Boerne, Texas 78006, Phone (830) 336-2192

## **New Construction Application**

If you plan to build in “The Crossing”, please complete, sign and submit the following application with copies of all required documentation and drawings **in PDF format**, in accordance with the requirements outlined in paragraph 5a (*new home*) **or** 5b (*other structures*).

1.) Lot/Tract Number(s): \_\_\_\_\_ Total acreage of your Lot(s): \_\_\_\_\_

Building or Structure Proposed \_\_\_\_\_

The Crossing “911” Address: \_\_\_\_\_

2.) Owner(s): \_\_\_\_\_

Current address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3.) Contractor: \_\_\_\_\_ Attn: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

4.) Tentative Construction Start: \_\_\_\_\_ Tentative Move-in/utilization Date: \_\_\_\_\_

5.) Documentation Requirements:

### **A. New Home Construction:**

#### **(1) Kendall County Permits\*in PDF format to include:**

- (a) Address verification (911)
- (b) Access (driveway) permit
- (c) Development Application
- (d) Septic system Application
- (e) Water Well Application

\*Kendall County Courthouse – Development Permit Office, 201 E. San Antonio Street, Suite 200, Boerne, Texas 78006; (830)249-9343 Ext. 370

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**New Home Construction (continued)**

**(2) One copy of a site plan drawn to scale in PDF format showing:**

- (a) Lot/property lines
- (b) Lot/tract Number(s)
- (c) Acreage of your property
- (d) Utility easements as they pertain to your lot
- (e) Location of home with setback dimensions shown.
- (f) Dimensioned location(s) of your septic system
- (g) Dimensioned location(s) of your water well

**(3) One Copy of a house plan drawn to scale in PDF format showing:**

- (a) Dimensioned floor plans including all room sizes, including garage(s) and porch(s)
- (b) Dimensioned elevations of all sides of the home showing exterior wall construction material(s).

**B. Other Structures:**

**(1) One copy of a site plan drawn to scale in PDF format showing:**

- (a) Lot/property lines.
- (b) Lot/tract Number(s).
- (c) Acreage of your property.
- (d) Utility easements as they pertain to your lot.
- (e) Location of home.
- (f) Location of proposed structure.

**(2) One Copy of structure plans drawn to scale in PDF format showing:**

- (a) Dimensioned floor (for garage, workshop or storage building interiors), or roof (for carport, RV, covered open storage structures and porches) plans.
- (b) Dimensioned elevations of all sides of the structure showing exterior wall construction material(s) if applicable.

Application for deed restriction review is hereby submitted to the Crossing at Kenberg Property Owners Association/Architectural Review Committee (POA/ARC). **For the duration of the construction period from the date of POA/ARC approval to completion, permission is granted to the POA/ARC, its agents and or employees to make on-site inspections at such times that are mutually agreed to in order to ensure compliance with the affected section's RR&Cs (Reservations, Restrictions, and Covenants).**

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I understand that my application will not be acted upon, and or approved, by the POA/ARC until all required documentation has been submitted, and I/we do not have any past due assessments (dues). I also understand that I/we are not to begin construction until I/we have received written approval from the POA/ARC.

Owner(s) or Designated representative:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**PLEASE NOTE: Submit the completed application and all required documentation in PDF format to the address indicated in the letterhead.** The POA/ARC will expedite the review of all documents and will attempt to respond within fourteen (14) calendar days of receipt. Please schedule these extra days with your lender, contractor, or builder (if applicable). Upon review and approval the POA/ARC will return one (1) drawing set to the owner or designated representative. If you have any questions regarding the information/requirements outlined above please contact the POA/ARC Chairman at the telephone number reflected in the letterhead.

Thank You,

Very Respectfully,

The Crossing at Kenberg ARC Chairman