



## ARCHITECTURAL CONTROL COMMITTEE SUBMISSION FORM

**\*\* Reminder: Please include an electronic or digital version of your submission in addition to providing a hard copy of your submission.\*\***

APPLICANT: \_\_\_\_\_  
*(Applicant must be the record owner of the property)*

THE SUBMISSION MUST BE MADE BY OWNER OF RECORD AND ALL SUBSEQUENT SUBMISSIONS ARE TO BE MADE BY OWNER UNLESS AN AGENT IS DESIGNATED.

DESIGNATED AGENT OF OWNER (if any): **Agent is:** Manager/Leasing Agent/Contractor/Other *(circle one)*

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

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

E-mail: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

*(List additional agents on separate sheet, if necessary)*

PROPERTY ADDRESS: \_\_\_\_\_

*(Identify property by address assigned by City of Irving or if no address assigned, attach legal description of property.)*

Owner acknowledges that Owner has a copy of and is aware of the deed restrictions described in that certain Declaration dated August 22, 1973 by Las Colinas Corporation filed in Volume 73166, page 1002 of the Deed Records of Dallas County, Texas, together with any corrections and any applicable supplementary declaration(s) filed in accordance with the provisions of such Declaration (the "Declaration"). Owner desires to construct, place, erect or alter (by addition or deletion) (collectively "Construction") an improvement as defined in the Declaration. Improvement includes both original improvements and all later changes and improvements.

**Owner acknowledges that their neighborhood HOA (separate from LCA) may have rules & regulations that differ, and are possibly more stringent, than those of the LCA; and that they understand they should verify with said HOA, where applicable.**

DESCRIBE IMPROVEMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For all structural improvements, owner or agent will install a commercial dumpster and erosion control prior to commencement of work.

Agent's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*(Must be record owner of the property, or property manager)*

Print Name: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_ Tel: \_\_\_\_\_ (Fax) \_\_\_\_\_

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

**SEND SUBMISSION TO [plans@lascalinas.org](mailto:plans@lascalinas.org)**

Las Colinas Association • 3838 Teleport Blvd., Irving, TX 75039-4303 • Tel. 972.541.2345 • [www.lascalinas.org](http://www.lascalinas.org)

## CONTENT OF PLANS AND SPECIFICATIONS

### RESIDENTIAL GUIDELINES

The plans and specifications to be so submitted and approved by the Aesthetic Review Committee or designated subcommittee(s) shall include the following:

- a. A topographical plat showing existing contour grades and showing the location of all improvements, structures, walks, patios, driveways, fences and walls. Existing and finished grades shall be shown at lot corners and at corners of proposed improvements. Lot drainage provisions shall be indicated as well as cut and fill details if any appreciable change in the lot contours is contemplated.
- b. Exterior elevations.
- c. Exterior materials, colors, textures, and shapes.
- d. Structural design.
- e. Landscaping plan, including walkways, fences and walls, elevation changes, watering systems, vegetation and ground cover.
- f. Parking area and driveway plan.
- g. Screening, including size, location, and method.
- h. Utility connections.

The guidelines included in this document are supplements to and do not supersede the requirements and provisions of the Las Colinas Declaration or Supplementary Declarations to the Las Colinas Declaration.

## CONTENT OF PLANS AND SPECIFICATIONS

### COMMERCIAL GUIDELINES

The plans and specifications to be so submitted and approved by the Aesthetic Review Committee or designated subcommittee(s) shall include the following:

- a. A topographical plat showing existing contour grades and showing the location of all improvements, structures, walks, patios, driveways, fences and walls. Existing and finished grades shall be shown at lot corners and at corners of proposed improvements. Lot drainage provisions shall be indicated as well as cut and fill details if any appreciable change in the lot contours is contemplated.
- b. Exterior elevations.
- c. Exterior materials, colors, textures, and shapes.
- d. Structural design.
- e. Landscaping plan, including walkways, fences and walls, elevation changes, watering systems, vegetation and ground cover.
- f. Parking area and driveway plan.
- g. Screening, including size, location, and method.
- h. Utility connections.
- i. Exterior illumination, including location and method.
- j. Approval of fire protection system by City of Irving Fire Department.
- k. Signs, including size, shape, color, location, and materials.

The guidelines included in this document are supplements to and do not supersede the requirements and provisions of the Las Colinas Declaration or Supplementary Declarations to the Las Colinas Declaration.

RESIDENTIAL	Fee	COMMERCIAL	Fee
New Home Submission	\$250 Good for 120 days	New Building (50K+ sq. ft.)	\$1,000 Good for 120 days
Structural Remodel Submission	\$120 Good for 120 days	New Building (<50K square feet)	\$750 Good for 120 days
Fence	No Charge	Structural Remodel/Addition	\$500 Good for 120 days
Painting	No Charge	Residential Attached (Multifamily, Condos and Townhomes)	\$1,000 Good for 120 days
Retaining Wall	No Charge	Banner/Temporary Signage	No Charge
Driveway	No Charge	Landscape Maintenance	No Charge
Landscape Maintenance	No Charge	All Others	\$50
All Others	\$25		

**\*\* Submission fee can be paid by check, cash, or online ([www.lascalinas.org](http://www.lascalinas.org)) \*\***  
**\*\* PLEASE BE ADVISED THAT THE CITY OF IRVING MAY HAVE ADDITIONAL REQUIREMENTS. TO FIND OUT CALL 972.721.4829\*\***