

## **Leisurewoods Architectural Control Committee (ACC)**

327 Leisurewoods Drive

Buda, Texas 78610

[www.leisurewood.org](http://www.leisurewood.org)

### **Procedures for filing an Approval of Plan (AOP)**

1. Review your deed restrictions PRIOR to planning your project to ensure your plan will not violate deed restrictions.
2. Complete the AOP form. Be as specific as possible and provide as much detail as you can. Include the type of materials you plan to use, location, size, color, etc.
3. Provide estimated dates of start and completion of your project.
4. If applicable, attach a copy of your survey with a drawn in sketch of where your project will be on your lot.
5. If applicable, provide a drawing, building plans, pictures or anything you can to help describe what you intend to do.
6. Email a copy of the completed, signed AOP, along with your attached survey and any other details you have to one of your ACC members. ACC members email address and phone numbers are on the bottom of the AOP form. If you have questions, call or email us – we're happy to help!
7. Once you've submitted your form and spoken to an ACC member about your project, you'll need to call April Rigby with Hays County Development Services, 512-393-2150, to make arrangements to obtain your permit. The ACC does not sign off on AOPs until you've received a permit from the county and provide us a copy.

Please note that an AOP is required by the ACC for a fence but a permit is not required for fencing.

**APPROVAL OF PLANS**

Leisurewoods Architectural Control Committee

327 Leisurewoods Drive

Buda, Texas 78610

*There is no charge related to Approval of Plans. Deed Restrictions at [www.leisurewoods.org](http://www.leisurewoods.org).*

Homeowner Name(s): \_\_\_\_\_

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

Contact Phone Number(s): \_\_\_\_\_

Email Address(s): \_\_\_\_\_

Provide a brief description of your plans here. If necessary, please attach further details, a copy of your survey, sketches, building plans etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documents attached: \_\_\_\_\_

\_\_\_\_\_

Hays County Permit attached? The AOP will not be approved until Hays County provides permit or deems that one is not required. \_\_\_\_\_

Is a Foundation Forms Survey required: \_\_\_\_\_ Approximate Date: \_\_\_\_\_

Construction Approximate Start Date: \_\_\_\_\_ Approximate Finish Date: \_\_\_\_\_

\_\_\_\_\_  
Homeowner \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Homeowner \_\_\_\_\_ Date \_\_\_\_\_

**The plans have been approved and construction can start.**

\_\_\_\_\_  
Sharon Moore \_\_\_\_\_ Date \_\_\_\_\_  
manchacarealtor@gmail.com  
512-417-7111

\_\_\_\_\_  
Lisa Posey \_\_\_\_\_ Date \_\_\_\_\_  
lisag.posey@gmail.com  
512-970-4216

\_\_\_\_\_  
Gwen McKinney \_\_\_\_\_ Date \_\_\_\_\_  
gwenmckinney@outlook.com

**Construction Complete Approval:**

\_\_\_\_\_  
Sharon Moore \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Lisa Posey \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Gwen McKinney \_\_\_\_\_ Date \_\_\_\_\_