



## Phase II Non-Residential Plan Submittal Check List

Only complete submittals will be reviewed. The Phase II submittal is typically considered complete if all of the following is submitted:

- 1 set (1/2 size sheets) and electronic version (Dropbox, We Transfer), format to the Association office with submittal form and fees (if applicable) at [architecturalcontrol@clubsienna.com](mailto:architecturalcontrol@clubsienna.com).
- Final Architectural Plans of drawings indicated at Phase I review.
- Site plot plan, drainage and grading plans, mechanical/electrical/plumbing plans.
- Final Survey (Note: All buildings, structures, parking, and site improvements must be fully dimensional from all property lines and street rights-of-way).
- Final Specifications.
- Final Plat if not provided at Phase I.
- Landscape Planting Plan (minimum size of plant material noted), fencing locations, locations of any landscaping elements such as fountains, seat walls, etc. and associated construction details.
- Min./max ratio shall not exceed 8:1; average maintained foot candles shall be no less than seven (7) but preferably nine (8) to ten (10) for retail and six (6) for office and other uses, unless otherwise approved by the ARC. Lighting shall comply will all applicable city or county ordinances.
- Foundation and parking lot design certifications by a registered, professional engineer.
- Lighting plan shall depict the design layout and illustrate a point to point candle lighting level on the site. The type, size and style of the lighting fixtures shall also appear on the lighting plan.
- Location of all mechanical equipment and screening methods.
- Re-Reviews - \$600.00 minimum—based on project size. Multiple reviews due to incomplete submittals, including responses to letters, will result in additional fee increase (typically in increments of \$300.00) for each subsequent review.

**Be advised that a mandatory Pre-construction meeting must be held prior to the start of construction. A construction deposit is required prior to the Pre-Construction meeting. Mandatory mock-up/site inspection required mid-project.**

The Committee typically meets the second and fourth Wednesday of each month with submittals due the Thursday prior. Incomplete submittals will not be reviewed.

***Please note that any communication with our architectural firm or any other contractor that is not pre-approved by SPOA will result in additional fees. Project approvals are valid for only 1 year from the date on the Phase II approval letter. Expired project approvals will require re-submission for review/approval as well as all applicable review fees.***

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Property Owners Association

9600 Scanlan Trace  
Missouri City, TX 77459  
281.778.0778  
Fax 281.778.0779



## Phase II Commercial Plan Submittal Form

Please forward this completed form to the Sienna Property Owners Association Architectural Review Committee at the address below or at [architecturalcontrol@clubsienna.com](mailto:architecturalcontrol@clubsienna.com). Only complete submittals will be reviewed.

Project Name and Type \_\_\_\_\_

Gross Site Area Sq. Ft.: \_\_\_\_\_ Building Sq. Ft.: \_\_\_\_\_

Location \_\_\_\_\_

Submittal Date \_\_\_\_\_ Estimated Start Date \_\_\_\_\_

Owner \_\_\_\_\_

Architect \_\_\_\_\_

Builder \_\_\_\_\_

Owner Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Owner Signature \_\_\_\_\_

- Response letter addressing all Phase I comments.
- 1 set (1/2 size sheets) and electronic version (Dropbox, We Transfer), format to the Association office with submittal form and fees (if applicable) at [architecturalcontrol@clubsienna.com](mailto:architecturalcontrol@clubsienna.com).
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