



# Circle D Civic Association

111 N. Hasler Blvd, Rm 214, Bastrop, TX 78602-3984 • PO Box 852, Bastrop, TX 78602-0852  
512.321.5272 • [contactus@circledbastroptx.org](mailto:contactus@circledbastroptx.org) • [www.circledbastroptx.org](http://www.circledbastroptx.org)

---

## New Home Application – Checklist

Required documents to be submitted to the Circle D Civic Association (CDCA) Architectural Control Committee (ACC) for plan review and approval:

### A. General Submittal Requirements:

- Parts 1 and 2 of the Application must be completed, signed and submitted as part of the application process. Part 3 of the Application is to be completed by a Licensed Professional Land Surveyor (LPLS) and submitted after form boards are in place and before the concrete is poured.
- Applicable fees (see Construction and Miscellaneous Fees)
- Proof of ownership
- Property 911 Address (assigned by Bastrop County Development Services)
- Bastrop County Development Permit (issued by Bastrop County Development Services)
- On-Site Sewage Facility (OSSF) (Bastrop County Health and Sanitation)
  1. New OSSF System: Include the permit and engineering plans with all components of the OSSF system.
  2. Existing OSSF System to be reutilized with new construction:
    - a. Review *Application Part 2* "Use of an Existing OSSF".
    - b. Provide a copy of engineer's new OSSF report regarding suitability of existing system.
- Culvert/Driveway Permit (issued by Bastrop County Development Services or copy of waiver issued stating culvert not required by Bastrop County Development Services)
- Bastrop County Development Permit (issued by Bastrop County Development Services)

### B. Site Plan Submittal Requirements:

- Site/Survey plans that includes the new home and outbuildings. The site/survey plans must be drawn to scale.
- Slab inspection report (include licensed engineer's report for existing concrete slabs or piers to be reused)
- Fence plans (required for all animals)
- Trees - Provide a site plan that includes all trees to be removed for the proposed new home and outbuildings

Note: Clearcutting of trees is not allowed in Circle D. Homeowners and builders must apply for, and obtain, written approval from the Circle D ACC before removing a Qualified Tree. (See Tree Policy.)

### C. Architectural Plan Submittal Requirements of the New Home:

- Site Plan with location of all improvements including measurements for each structure and distances to property lines on all sides including driveway, patios/decks, porches, shed/workshop, barn, pool and storage buildings.
- Floor plans (scale) and exterior elevations with Specifications (see Paragraph D below).
- Foundation plans:
  1. Slab on Grade – Part 3 of the Application is required to be completed by Licensed Professional Land Surveyor (LPLS) and submitted to ACC for approval prior to pouring concrete slab. Please see Application Part 3 for more information.
  2. Pier and Beam – Part 3 of the Application is required to be completed by Licensed Professional Land Surveyor (LPLS) and submitted to ACC for approval prior to pouring concrete piers. Please see Application Part 3 for more information.

## New Home Application – Checklist (continued)

**D. Specifications must include the following:**

- Elevations including side, front and rear views.
- Front, Rear, and Side setback measurements.
- Improvement location in relation to any existing structures
- Roofing materials
- Type of building materials
- Exterior finish materials
- Exterior paint colors
- Location on site plan of OSSF including site distribution method of treating effluent
- Location of fenced areas
- Landscape plans

**E. Other Documents That May Be Necessary for Build but Not Required for Plan Approval by ACC:**

- Water Tap Receipt (issued by Aqua Water Supply Corporation)
- Electricity Application (issued by Bluebonnet Electric Cooperative)
- US Fish and Wildlife Endangered Species Permit or Houston Toad Affidavit

**F. Temporary Quarters Application (Optional):**

- You may be allowed to live in temporary quarters (RV, camper, trailer, etc.) on-site during construction. Submit the Temporary Quarters Application and the New Home Application to the ACC for approval. See the Construction and Miscellaneous Fees Chart for more information including application process and permit cost.

**G. Property Owner(s) please be aware of the following requirements:**

- A minimum of 900 sq. ft. (1,000 sq. ft. in Section 9) of heated/AC residential living space is required.
- Only single-family residential dwellings and appurtenances ordinary to rural residential living shall be permitted. Therefore, a single-family residential dwelling, of a minimum size as described above, must be constructed prior to or in conjunction with any appurtenances. To this end, without limitation, the following structures may not be built on any parcel in the Subdivision: hospitals, clinics, rest homes, duplex houses, apartment houses, garage apartments, hotels, or any retail, wholesale, or other business or commercial establishment of any kind.
- A minimum of 65% of a single-family residence must be heated/AC residential living area.
- The exterior design of a single-family residence must be in keeping with the character of the neighborhood.
- The Property Owner/Builder must display all permits required on a board easily seen from the main road of the property. These permits MAY NOT be posted on trees, mailboxes or utility poles.

The completed and signed application, checklist and all supporting documents may be submitted via mail, email or hand delivery.

Mail: P.O. Box 852 Bastrop, TX 78602-3984	Email Office: <a href="mailto:contactus@circledbastroptx.org">contactus@circledbastroptx.org</a> Email ACC: <a href="mailto:acc@circledbastroptx.org">acc@circledbastroptx.org</a>	Office: 111 N. Hasler Blvd, Rm 214 Bastrop, TX 78602-0852 Office Hours: Tuesday through Thursday 11 am to 3 pm Friday 1 pm to 5 pm
---	---	--