

Checklist for ACC Requests

The following checklists will help ensure your request is reviewed in a timely manner. Please make sure you have completely filled out the ACC Request form and provided all the information that the ACC Checklist requires. Failure to provide complete information will result in your request being denied.

Please note that the requests are submitted to The Architectural Control Committee (ACC) weekly and they are packaged as a PDF and submitted for review via email. This means that the ACC are not able to look at your home, they do not know what you currently have, and they review anywhere from 5-15 requests on a weekly basis. The purpose of the ACC Form and Checklist is to give the ACC an overview of what your project will entail. Certain projects require additional information as reflected in the checklist below.

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Wooden Fence – Fiberon

- ACC Request Form which clearly specifies the following -
 - Height of Fence. Only six (6) and eight (8) foot fences are allowed and they must taper down to meet any adjoining six (6) foot fencing.
 - Stain color: semi-transparent/translucent is required. No paint allowed. Please include a link where the stain color can be viewed by the ACC online.
 - Cedar or Spruce wood or Fiberon product in brown. Fiberonfencing.com
 - Posts must be tubular steel. All steel posts visible from the street or to the neighbor's home must be boxed in.
- Copy of your Survey showing what parts of the existing fence will be replaced or will be in addition.
- Copy of the City of Keller permit. Any fence replacement involving more than one panel requires a permit. If you do not have it yet, please specify when you submitted it.
- Call before you dig, notify Texas 811 of required digging.

Helpful hint: If replacing a shared fence it is strongly recommended that you consult with all of your neighbor(s). Double fences are not permitted in the community. Even if you are just replacing with “the same,” it still needs ACC approval. All fences must be approved.

Iron Fence –

- ACC Request Form which clearly specifies the following -
 - Height of Fence. Golf Course Lots shall have a four (4) foot wrought iron fence along the rear lot line and along each side yard boundary extending at least ten (10) feet from the rear lot line.
 - Paint Color. All iron fences must be black.
- Copy of your Survey showing what parts of the existing fence will be replaced or will be in addition to existing fence.
- Copy of the City of Keller permit. If you do not have it yet, please specify when you submitted it.
- Call before you dig, notify Texas 811 of required digging.

Helpful hint: Even if you are just replacing with “the same,” it still needs ACC approval. All fences must be approved.

Driveway Gate –

- ACC Request Form which clearly specifies the following -
 - Height of gate, only six (6) and eight (8) foot gates are allowed.
 - List all materials and colors.
 - Swing or slide of the gate. Gate must swing inward, toward home or slide in.
- Copy of your Survey showing where the gate will be installed.
- Copy of the City of Keller permit. If you do not have it yet, please specify when you submitted it.
- Photographs of the site prior to installation.
- Call before you dig, notify Texas 811 of required digging.

Helpful hint: No portion of the gate shall extend beyond the front building line of the home.

Roof –

- ACC Request Form which clearly specifies the following -
 - Type and color of shingles. Please include a link where the shingle specifications can be viewed by the ACC online.

Helpful hint: The most common shingle color in Hidden Lakes is *Weathered Wood*. However, the ACC has allowed other shingle colors. Even if you are just replacing “the same,” it must be approved. All roofs must be approved.

Pool –

- ACC Request Form
- Copy of your survey with the pool rendering (this is something your vendor will have as it’s required by the city) which clearly specifies the following:
 - Drainage, existing and after the pool is installed.
 - Pumps, filters and secondary equipment; must be shielded from the front view of home.
 - Easements noted; the Hidden Lakes Covenants, Conditions and Restrictions require that no part of the pool or decking shall be within five (5) feet of any fence or brick screening wall.
- Copy of the City of Keller permit. If you do not have it yet, please specify when you submitted it.
- Call before you dig, notify Texas 811 of required digging.

Helpful hint: Additional construction and/or installations such as an Outdoor Kitchen, Pergola, Fireplace or Fire Pit can be part of a single project. However, additional information is required by the ACC and separate requests are necessary for each submission.

Pergola –

- ACC Request Form which clearly specifies the following -
 - Pergola is freestanding or attached to the home.
 - Height, width and depth of the Pergola.
 - List all materials and colors, to include fans and lighting. Please include a link where the stain color can be viewed by the ACC online.
 - Specify if Pergola will include an Outdoor Kitchen/Bar/Fireplace.
 - Louvered metal slats- motorized or fixed are allowed.
- Copy of your survey with the site of the Pergola marked.
- Copy of the City of Keller permit. Any structure over 120 square feet, that utilizes natural gas or electricity requires a permit(s). If you do not have it yet, please specify when you submitted it.
- Provide a schematic or website where the proposed Pergola design can be reviewed.
- Photographs of the site prior to installation.
- Call before you dig, notify Texas 811 of required digging.

Helpful hint: The Hidden Lakes Covenants, Conditions and Restrictions require that all structures be at least five (5) feet from any fence or brick screening wall. Additional construction and/or installations such as an Outdoor Kitchen, Pergola, Fireplace or Fire pit can be part of a single project. However, additional information is required by the ACC and separate requests are necessary for each submission.

Covered Patio –

- ACC Request Form which clearly specifies the following -
 - Height, width, depth, slope and pitch of the Covered Patio.
 - List all materials and colors, to include fans and lighting. Please include a link where the stain color can be viewed by the ACC online.
 - Roofing materials being used, shingles must match home.
 - Specify if Covered Patio will include an Outdoor Kitchen/Bar/Fireplace.
- Copy of your survey with the site of the Covered Patio marked.
- Copy of the City of Keller permit. Any structure over 120 square feet that utilizes natural gas or electricity requires a permit. If you do not have it yet, please specify when you submitted it.
- Provide a schematic or website where the proposed Covered Patio design can be reviewed.
- Photographs of the site prior to installation.
- Call before you dig, notify Texas 811 of required digging.

Helpful hint: The Hidden Lakes Covenants, Conditions and Restrictions require that all structures be at least five (5) feet from any fence or brick screening wall. Additional construction and/or installations such as an Outdoor Kitchen, Pergola, Fireplace or Fire pit can be part of a single project. However, additional information is required by the ACC and separate requests are necessary for each submission.

Shed –

- ACC Request Form which clearly specifies the following-
 - Height, width and depth of the Shed.
 - List all materials and colors, painted surfaces must match home. Please include a link where the Shed can be viewed by the ACC online.
 - Roofing materials being used, shingles must match home.
 - Specify the foundation for the Shed.
- Copy of your survey with the site of the Shed marked.
- Copy of the City of Keller permit. Any structure over 120 square feet that utilizes natural gas or electricity requires a permit. If you do not have it yet, please specify when you submitted it.
- Provide a schematic or website where the proposed Shed can be reviewed.
- Photographs of the site prior to installation.

Helpful hint: The Hidden Lakes Covenants, Conditions and Restrictions require that all structures be at least five (5) feet from any fence or brick screening wall. The structure shall be limited to ten (10) feet in height and may not exceed 120 square feet of floor area. Metal storage buildings are strictly prohibited.

Outdoor Kitchen/Bar/Fireplace –

- ACC Request Form which clearly specifies the following -
 - List all materials and colors, to include fans and lighting. Please include a link where the stain color can be viewed by the ACC online.
 - Include a list of equipment (refrigerator, gas grill, etc.) to be included in the project.
- Copy of your survey with the site of the Outdoor Kitchen/Bar/Fireplace marked.
- Copy of the City of Keller permit. Any structure that utilizes natural gas or electricity requires a permit. If you do not have it yet, please specify when you submitted it.
- Provide a schematic or website where the proposed Outdoor Kitchen/Bar/Fireplace design can be reviewed.
- Photographs of the site prior to installation.

Helpful hint: The Hidden Lakes Covenants, Conditions and Restrictions require that all structures be at least five (5) feet from any fence or brick screening wall.

Outdoor Play Structure –

- ACC Request Form which clearly specifies the following -
 - List all materials and colors, please include a link where the Play Structure can be viewed by the ACC online. No canvas top structures will be permitted, only matching wood roofs will be allowed.
- Copy of your survey with the site of the Play Structure marked.
- Photographs of the site prior to installation.
- Call before you dig, notify Texas 811 of required digging.

Helpful hint: The Hidden Lakes Covenants, Conditions and Restrictions require that all structures be at least five (5) feet from any fence or brick screening wall. The structure shall be limited to ten (10) feet in height and may not exceed 120 square feet of floor area.

Basketball Goal –

- ACC Request Form which clearly specifies the following -
 - List of materials and colors; please include a link where the Basketball Goal can be viewed by the ACC online. Please refer to section 14 in the CC&Rs.
- Copy of your survey with the site of the Basketball Goal marked.
- Photographs of the site prior to installation.
- Call before you dig, notify Texas 811 of required digging.

Approved Trees – Small/Medium

Afghanistan Pine
Caddo Maple
Chinese Pistache
Desert Willow
Eastern Redbud
Eve's Necklace
Goldenrain Plum
Japanese Black Pine
Mexican Plum
Texas Ash
Texas Persimmon
Texas Pistache
Western Soapberry

Approved Trees – Large

Baldcypress
Bur Oak
Cedar Elm
Chinquapin Oak
Lacebark Elm
Live Oak, High Rise
Live Oak, Traditional
Pecan
Shumard Oak
Texas Red Oak
Thornless Honeylocust

Helpful Hint: The Hidden Lakes Governing Documents require each lot have two live non-ornamental trees (minimum 2 inch caliper) between the home and the sidewalk; with the exception of those with a J-style garage, which may maintain a single tree (minimum 3 inch caliper). All of the Hidden Lakes approved tree species are also approved by the City of Keller as reflected in Article 10 of the Unified Development Code adopted December 4, 2008.