



**Sienna Site/Master Plan Request Form**

To: Residential Review Committee  
Attn: Community Standards  
Phone: 281-778-0778

Date of Request: \_\_\_\_\_  
Spec Home: \_\_\_\_\_

A request is hereby made for the Residential Review Committee's approval of the plans and specifications as described herein:

Builder: \_\_\_\_\_

Projected Start Date: \_\_\_\_\_

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

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_ Village: \_\_\_\_\_

Plan/Elevation Number: \_\_\_\_\_ Is this plan an auto court: \_\_\_\_\_

Air-Conditioned Square Footage: \_\_\_\_\_

Vendor/Brick Selection: \_\_\_\_\_

Stone Selection: \_\_\_\_\_

Exterior Paint: \_\_\_\_\_

Garage: 2-car \_\_\_\_\_ 3-car \_\_\_\_\_ Attached \_\_\_\_\_ Detached \_\_\_\_\_

Driveway: Left \_\_\_\_\_ Right \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_ # of Bathrooms: \_\_\_\_\_

I understand that the Residential Review Committee will act on this request as quickly as possible and contact me in writing regarding their decision. I hereby agree not to start construction without prior written approval of the RRC.

\_\_\_\_\_  
Representative Name/Title (Print)

\_\_\_\_\_  
Signature

Please submit all plans to [communitystandards@clubsienna.com](mailto:communitystandards@clubsienna.com) electronically.



## SIENNA ASSOCIATIONS

### ARCHITECTURAL APPROVAL PROCEDURE

- Prior to construction, a site plan and copy of the elevation to be built must be submitted for review by the Residential Review Committee. If the house plan or elevation has not received prior approval, one full set of plans (11x17) must be submitted for review and approval. All master plans and site plans should be sent to the Sienna Residential Association office, Attention: Michelle Fontenot, or emailed to [communitystandards@clubsienna.com](mailto:communitystandards@clubsienna.com).
- The Committee typically meets once a week, usually on Fridays, to review plans. A letter of approval is prepared and emailed to the builder, along with a copy of the approved site plan. Any comments or conditions of approval will be stated in the letter. Plan review fees are required before new house plans can be reviewed. New home plan fees are \$275.00 for production areas and \$350.00 for custom areas.
- After review by the Committee, master plans and site plans are forwarded to Michael Herman at the Sienna inspection office to verify compliance with the City of Missouri City's codes.
- The lot must be walked prior to lot clearing with Sienna's Development Manager. Contact Sienna Johnson Development at 281-778-7777 to schedule. All trees to be saved must be fenced.
- At least one week prior to closing, order a Compliance Inspection from Sienna Residential Association Inc. Contact the Community Standards Department at 281-778-0778 to schedule. Rush orders will be charged a minimum of \$280 extra.