



Estates of Clear Creek Property Owners Association

APPLICATION FOR PROPERTY DEVELOPMENT

ESTATES OF CLEAR CREEK SUBDIVISION

NEW HOME

APPLICATION AND REQUIREMENTS

*Prepared by the Estates of Clear Creek Architectural Control Committee
C.K.M. Property Management, Inc. P.O. Box 160, Tomball, TX 77377-0160
281-255-3055 Fax: 281-255-3056*

Effective: September 1, 2008

**ESTATES OF CLEAR CREEK
NEW HOME PLAN REVIEW - APPLICATION FEES AND DEPOSITS:**

DEPOSIT: \$1500.00 (Required with application)
NON-REFUNDABLE PLAN REVIEW FEE: \$350.00

Deposit will be returned less the review fee and any other fines or fees incurred during the construction process.

Application Information (PROVIDE ALL INFORMATION)	DATE:	
Owner(s):	Phone:	
Current Mailing Address:		
Completion Mailing Address:		
Email Address:	New Phone:	
Builder:	Phone:	
Address:		
Section	Block	Lot
Square Footage: (minimum 1800sf)		
Exterior Materials:		
Driveway Length	Width	Material
Exterior Color (need sample)	Roofing Material	
Start Date	Completion Date:	
List the Building Set Back Lines that affect your lot. (Refer to survey for easement info)		
Right Side _____ FT Left Side _____ FT Front _____ FT Back _____ FT		
List the distance structure is from the required building set back on all sides:		
Right Side _____ FT Left Side _____ FT Front _____ FT Back _____ FT		
List easements which affect your lot (can be found on your property survey)		
Utility _____ FT	Circle: RIGHT	LEFT FRONT BACK
Drainage _____ FT	Circle: RIGHT	LEFT FRONT BACK
Special Permit _____ FT	Circle: RIGHT	LEFT FRONT BACK
Note: Street right-of-ways are 60' and cul-de-sac radii are 50'		

ADDITIONAL COMMENTS OR INFORMATION:

Estates of Clear Creek Subdivision

Architectural Control Committee Fines & Fees

<u>VIOLATION:</u>	<u>FINE:</u>
START OF NEW HOME CONSTRUCTION PRIOR TO ACC WRITTEN APPROVAL	\$500.00
START OF IMPROVEMENT PRIOR TO ACC WRITTEN APPROVAL	\$300.00
CHANGE IN APPROVED NEW HOME CONSTRUCTION WITHOUT APPROVAL	\$500.00
CHANGE IN APPROVED IMPROVEMENT CONSTRUCTION WITHOUT APPROVAL	\$300.00
DIRTY WORK SITE, BUILDER TRASH, SITE NOT CLEANED	\$100.00
NO PORT-A-POTTY	\$250.00
NO DUMPSTER (NO WIRE DUMPSTERS)	\$100.00
NO CONSTRUCTION FENCE AROUND OPEN EXCAVATION	\$250.00
CONSTRUCTION FENCE DOWN	\$100.00
FAILURE TO PROVIDE "SURVEY FORM" PRIOR TO FOUNDATION CONCRETE POUR	\$100.00
FAILURE TO OBTAIN INSPECTIONS	\$100.00
UNATTENDED FIRES (Fire Marshal Fees NOT INCLUDED)	\$500.00

All fines will be deducted from application deposit. Application deposit to be refunded less plan review fee and any incurred fines upon completion of final inspection by the Estates of Clear Creek Architectural Control Committee.

Owner Signature: _____ **Date:** _____

Builder / Contractor Signature: _____ **Date:** _____

PLAN REVIEW PROCESS

All site or building CONSTRUCTION or alterations or additions thereto, requires approval in writing from the Architectural Control Committee (ACC) prior to construction. (See deed restrictions for more details.)

Please fill out the attached application form and submit one (1) set of complete plans and specifications. These plans will be kept until the home is completed. Include your check for \$1500.00 payable to: Estates of Clear Creek P.O.A., Inc.

The plan application requirements are as follows:

1. All plans with a copy of the county building and septic permits will be submitted to the Architectural Control Committee.
2. It is the owner's responsibility to determine all easements and setbacks that exist upon their property. No construction should occur within these easements.
3. If construction is not completed within 24 months after plans have been approved, an extension will need to be obtained, provided no changes have been made to the original design. If changes have been made to the original design, the Plan Review Application will have to be resubmitted. All building and septic permits must be in effect at the time of construction.
4. The Architectural Control Committee has 30 days from final submittal of plans and permits to approve the plans and authorize commencement of construction.
5. All Estates of Clear Creek fees and assessments must be current.
6. All improvements, modifications, and alterations require Architectural Control Committee approval. This covers new construction as well as, but not limited to, additions, fences, porches, storage buildings, pools and change in house colors.

RESIDENTIAL PLAN STANDARDS

All plans and specifications should be drawn in a professional manner. An architect or designer is not required, but recommended for generally better design results. Our plan standards are as follows:

1. Plan(s): A lot plan to show the dimensions of lot and location of the house to lot on all sides.
2. Floor Plan(s): A floor plan to show the dimensions and location of all rooms, patios, balconies, garages, curb cuts, driveways, septic tank, drain fields, if any, walks, fences and structures at each level. Window sizes, electrical, gas and plumbing fixtures must also be shown. Draft at an architectural scale of $\frac{1}{4}'' = 1'0''$.
3. Elevations: An elevation of each side (4) is required to indicate exterior materials, floor and slab heights and roof slopes. Draft an architectural scale of $\frac{1}{4}'' = 1'0''$.
4. Specifications: List all specifications relating to slab designs, structural framing, quality of exterior materials, colors, textures, and shape. Include specifications for your driveway, i.e., width, length, and material composition.
5. Basis of Approval: Approval of plans and specifications shall be based, among other things, on adequacy of site dimensions, structural design, conformity and harmony with exterior design and of location with neighboring structures and sites and conformity to both the specific and general intent of the restrictions.
6. No builder may build any house on the same street with the same elevation.

All plans will be reviewed in a timely manner and returned to the name and address on the Plan Review Application.

Questions pertaining to these standards may be directed to the Architectural Control Committee.

BUILDER/CONTRACTOR/OWNER CONSTRUCTION REQUIREMENTS

1. The owner/contractor will attach a list of subcontractors and suppliers with a telephone number and address with this application form.
2. The burning of brush and trees will be allowed on site only with the approval of the district fire marshal (281-259-7156). There will be no unattended burning, no burning within 50 feet of property lines, no burning of construction materials other than wood and paper, no burning in ditches and no burning over gas utility lines. There will be a \$500 fine for any fire deemed hazardous by the Association, and the Fire Department will be called to put it out.
3. The work site needs to be kept clean and all trash must be kept in a dumpster. The contractor is to insure all trash and debris is removed before each weekend during construction. All downed trees must be disposed of in a similar manner. Trees may be burned in accordance with paragraph 2 above only if they can be consumed within the daylight period of one day.
4. Contractors are responsible for keeping mud, dirt, etc. off the roadway. Contractors will be responsible for repair to any road, shoulders or ditches damaged during the course of construction. No dumping or burning of debris is allowed in the road right-of-way. There shall be no cleaning of concrete trucks or dumping of concrete on property. At a minimum, an all weather road of gravel, limestone, or crushed concrete, or the like, must be in place from the road to the house pad during the construction.
5. One portable toilet is required for each construction site requiring more than seven (7) days' construction. The portable toilet must be on site as soon as construction begins. Electrical meter pole and water meter connected with a faucet must be in place prior to construction.
6. Observe all posted speed limits and other signage.
7. No dumping or cleaning of cement trucks allowed within Estates of Clear Creek. Dumping on site may be allowed by contractor if removed and site is cleaned up within three (3) days.
8. Design of roadside drainage ditches must not be altered. The minimum size of the culvert shall be 18" in diameter with not less than 1.75 square foot waterway opening. The inside bottom of the culvert must be even with or slightly below the level of the ditch. The culvert must be installed and properly covered before site preparation and construction begins.
9. Building inspections will be performed periodically throughout the building period.
10. Construction hours are Monday through Saturday from 7:00 a.m. to dusk. No construction shall take place on Sundays.
11. The homeowner is responsible for the home builder maintaining compliance with the above rules. Non-compliance will result in appropriate established ACC fines. The Architectural Control Committee has the authority to stop the construction until the violation has been corrected.

INSPECTION PROCESS

1. **Site Inspections:** Stake building corners and ribbon with engineering tape, the builder/owner must satisfy the Architectural Control Committee that improvements are accurately located in accordance with the approval plans and that encroachments are not to occur.
2. **Forms Inspection:** A **FORMS SURVEY** is required and must be provided to the Architectural Control Committee for use on a forms inspection. The builder/owner must satisfy the Architectural Control Committee that improvements are accurately located in accordance with the approved plans and that encroachments have not occurred. **The survey must be given to the Architectural Control Committee before the slab is poured.**
3. **Periodic Inspection:** Periodic inspections of the construction site will be performed by the Architectural Control Committee to assure compliance with utility easements, drainage easements, flowage easements and set backs, as well as to insure compliance with all building requirements, such as disposal of debris, burning of debris and all other requirements of the builder/owner during the construction process.
4. **Final Inspection:** Prior to occupancy, the Architectural Control Committee will review the site after completion of construction. Included in this inspection are walkways, painting, landscaping and other items necessary to present an aesthetic condition on the lot.
5. **Red Tag:** If for any reason, a structure is deemed not to be in compliance with approved plans, a red tag will be placed on the site. This red tag will require the cessation of construction until the item(s) listed on the tag are in compliance and the Architectural Control Committee has approved the continuation of construction.

Other permits or approvals may be required from the City, County, or other governmental entities. It is the responsibility of the owner to obtain all required approvals.

Failure to comply with the above inspections can result in action to accomplish compliance by the Architectural Control Committee.

By signing below, applicant authorizes the Architectural Control Committee or its agent to enter upon and inspect the lot and structures thereon during regular business hours for the purpose of ascertaining whether said lot and structure thereon are in compliance with the Restrictions and the approved plans and specifications. Neither the Architectural Control Committee nor its agents shall be deemed to have committed a trespass by reason of such entry or inspection.

Owner agrees and understands that approval of plans and specifications by the Architectural Control Committee shall not be relied upon by any person or entity as to the sufficiency. Suitability, fitness, workmanship, or quality of the design or construction of the improvements.

Neither the Architectural Control Committee, Property Owners Association, or any of their respective members, officers, directors, shareholders, employees or agents shall be liable because of the approval or non-approval of any improvements.

Owner's signature _____ Date _____

Builder's signature _____ Date _____

NOTE: RETURN ALL FIVE (5) PAGES OF THE APPLICATION WITH PLANS. BOTH BUILDER AND OWNER MUST SIGN. BE SURE ALL INFORMATION IS PROVIDED. MISSING PERMITS, APPLICATION INFORMATION, SITE PLAN, HOME PLANS. OR INCOMPLETE INFORMATION WILL RESULT IN A DELAY OF APPROVAL OR NON-APPROVAL.

NOTE: OWNERS WHO PLAN TO ERECT EXTERIOR LIGHTING ON THEIR HOMES OR ON THE PROPERTY FOR SECURITY OR AESTHETIC REASONS SHOULD SEND A DIAGRAM INDICATING PLACEMENT, WATTAGE, TYPE OF HOUSING, AND BULB TYPE (MERCURY, VAPOR OR HIGH-PRESSURE SODIUM). THE ARCHITECTURAL CONTROL COMMITTEE WILL ASSIST YOU IN YOUR LIGHTING NEEDS TO PREVENT LIGHT POLLUTION AND OBTRUSIVE LIGHTING GLARE THAT MAY AFFECT YOUR NEIGHBORS.