



**Crown Oaks Property Owners' Association**  
**Architectural Control Committee**  
**Application for a New Accessory Building or**  
**External Modification to an Existing Accessory Building**

This application form is required for construction of a new accessory building or any external expansion, extension or modification to an existing accessory building.

**Physical Address:** \_\_\_\_\_

**Legal Description:** Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Proposed Commencement Date:** \_\_\_\_\_ **Proposed Completion Date:** \_\_\_\_\_

**Owner's Information**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

**Builder's/Contractor's Information**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**Your account must be current and free of any CC&R violations for this application to be considered. All COPOA annual Maintenance Charges, fines, interest, legal or any other charges must be paid in full at the time of application or the application will not be accepted or processed.**

**Prior to any construction, all plans must be approved by the Crown Oaks Property Owner' Association ("COPOA") Architectural Control Committee ("ACC")<sup>1</sup> and if this application includes a variance request, its approval by the Board of Directors is also required for said variance to be authorized. It is the applicant's responsibility to ensure compliance with the COPOA Declaration of Covenants,**

<sup>1</sup> COPOA ACC or the third-party agent designated by the COPOA in which authority has been vested for architectural review and control in Crown Oaks. Applicant agrees to and accepts such agency designation as may be applicable at the time this document is processed.

**Conditions and Restrictions (CC&Rs) and applicable Montgomery County building requirements, incorporated herein by reference as if fully copied and set forth at length. The CC&Rs can be found at the [Crown Oaks Community Website](http://CrownOakstx.com) ( [CrownOakstx.com](http://CrownOakstx.com) ).**

APPLICATIONS WILL NOT BE INITIATED OR REVIEWED UNTIL THE APPLICATION PROCESSING FEE AND DAMAGE/COMPLIANCE DEPOSIT HAVE BEEN RECEIVED AND ALL REQUIRED INFORMATION AND ALL REQUIRED ACCOMPANYING DOCUMENTS IDENTIFIED HEREIN ARE PROVIDED, ACCEPTED AND DEEMED SUFFICIENT IN THE SOLE OPINION OF THE ACC.

**Required Deposits/Fees**

- \$1,500.00 Refundable Compliance and Damage Deposit.

**Application Submission and Deposit Payment**

Please submit your application(s), all Required Accompanying Documents and pay any applicable Application Fee and/or Compliance and Damage Deposit as outlined in the Application Procedures document found on the [Crown Oaks Community Website](http://CrownOakstx.com).

**Required Accompanying Documents**

The following documents related to the construction process must be submitted to the ACC as part of the application packet. These documents must be attached to the application as either PDFs or JPGs. The application will not be processed until all Required Accompanying Documents have been provided. All documents required below must be submitted contemporaneously with this application. All designations on drawings, plats or surveys shall be legible, clear, and unambiguous. Items not showing adequately clear designations, in the sole opinion of the ACC, must be resubmitted for clarification. **The thirty (30) day application approval window (CC&R Section 4.03) does not begin until all Required Accompanying Documents have been provided and all Fees and Deposits paid as required herein and may be extended if the ACC requires additional information from Owner during the review process.**

1. For any building that will have a concrete foundation, a professionally drawn site plan or survey is required showing the proposed location of the accessory building, the main home, driveway to the main home, other accessory buildings, if any, plus fences and pools if applicable and driveway to the proposed accessory building. If the building will not have a concrete foundation, an accurately-drawn sketch is acceptable. In either case, the site plan or survey must show the building setback lines, property boundaries and the location of the proposed accessory building relative to the building lines. Indicate on the drawing the measured distance from the planned accessory building to the property boundaries and setback lines.
2. If applicable, the site plan must show the driveway/ditch crossing to the accessory building crossing the roadside ditch and indicate its composition, i.e., concrete, asphalt, brick or stone (no loose rock permitted).
3. A complete set of building plans including the floor plan and all four (4) exterior elevations. Elevations must show the details of the siding, roofing and finishes including the paint color(s).

4. For any building utilizing a "red iron" framing system a foundation plan, including the brick ledge, where appropriate, must be provided and the plan shall be stamped by a Professional Engineer.
5. Exterior masonry must match the masonry used on the residence and the metal roof and siding colors must match, as closely as possible, the colors of the residence. Upload photos of material samples and indicate their composition.
6. Septic system design and permit (if a bathroom, shower or sink is included).
7. Montgomery County Building Permit.
8. The Building Guidelines & Requirements form must also be submitted with this application.

**Permanent or Temporary Culvert Pipe**

Owner may install a permanent culvert pipe to access the accessory building. Any permanent culvert pipe must be installed as required by the ACC Building Guidelines and Policies and comply with Montgomery County requirements. Owner may install one (1) temporary culvert pipe in the roadside drainage ditch for use only during construction. All culvert pipes must be installed at a proper depth and pitch in the roadside drainage ditch to ensure unobstructed water drainage and no upstream pooling of water. Any improperly installed culvert pipes will be reset at Owner’s sole cost and expense as may be required by the ACC. The temporary culvert pipe must be removed at the end of construction and prior to Final Inspection. Please indicate below if a temporary culvert pipe is being requested for this project.

Temporary Culvert Pipe Requested ?    Yes    No

**Driveway/Ditch Crossing**

Driveways and roadside ditch crossings must be constructed of concrete, asphalt, brick or stone (no loose rock) as required in the CC&Rs and the ACC. If the accessory building is to have a driveway/ditch crossing separate from that to the home, the plan submitted with this application must show the driveway/ditch crossing and indicate the material from which it will be constructed. The header wall/culvert ends must comply with the CC&Rs.

Will a permanent driveway or ditch crossing be constructed?    Yes    No

The driveway/ditch crossing will be constructed of:    Concrete    Asphalt    Brick    Stone

**Drainage Plan**

Owner is encouraged to obtain an engineered drainage plan if the subject structure will change the drainage pattern across Owner’s property. It is Owner’s responsibility to establish if the improvement will alter the flow of water run-off across Owner’s property. Any damages incurred to adjoining properties due to a change in water run-off or drainage pattern from Owner’s property due to the construction of the subject structure, including damages incurred from any lawsuits, will be the sole cost and responsibility of Owner to pay and to correct and neither the COPOA, its Directors nor the ACC shall

Owner’s Initials \_\_\_\_\_

bear any responsibility or liability for payment of damages or correction of such drainage issues.

**Variance Requests**

**ANY VARIANCE REQUEST MUST BE EXPLICITLY STATED BELOW IN THIS APPLICATION. Only variances formally approved by the ACC in advance during this application process will be considered and any encroachment on building set back lines, lot lines or easements or violation of restrictions/covenants not approved by the ACC will nullify the entirety of this Application and/or the ACC's approval and MAY REQUIRE COMPLETE REMOVAL OF THE ENCROACHING STRUCTURE OR SOURCE OF THE BUILDING VIOLATION AT OWNER'S SOLE COST AND EXPENSE AT THE DISCRETION OF THE ACC.**

**Is a variance being requested in this Application?      Yes      No**

If a variance is being requested, provide the following information:

- A detailed description of and justification for the variance.
- If requesting approval to encroach on an easement or across a building line, provide a plat of the property showing the location of the proposed structure/improvement and measurements of the intended encroachment.

**A PRE-POUR FORM SURVEY AND PRE-POUR MEETING ARE REQUIRED PRIOR TO POURING ANY CONCRETE AS DETAILED IN THE BUILDING GUIDELINES AND REQUIREMENTS.**

**The Owner and/or Builder/Contractor must schedule the following on-site meetings with the ACC or its designee.**

1. Pre-Pour Meeting – The form survey must be submitted to the ACC prior to this meeting pursuant to the Building Guidelines and Requirements.
2. Culvert Inspection – required before the driveway or ditch crossing is poured.
3. Final Inspection, once the structure is completed and is ready to be cleared for use.

**Disclaimer**

No approval of plans and specification and no publication or designation or architectural standards shall ever be construed as representing or implying that such plans and/or specifications will result in properly designed structure or satisfy any legal requirements.

The COPOA shall be entitled to impose reasonable fines for violations of the CC&Rs or any rules and regulations adopted by the COPOA or the ACC pursuant to any authority conferred by either of them by the Texas Law or the CC&Rs and to collect reimbursement of actual attorney's fees and other reasonable costs incurred by it relating to violations of the CC&Rs. Such fines, fees and costs may be added to Owner's annual Maintenance Charge assessment account.

**Non-Liability for ACC Action.**

No member of the ACC, the COPOA Board of Directors, their successors or assigns, or the Declarant shall be liable for any loss, damage or injury arising out of or in any way connected with the performance of the duties of the ACC or the COPOA Board of Directors.

**BY SIGNING BELOW, THE OWNER(S) ACKNOWLEDGE THEY HAVE FULLY READ AND UNDERSTAND THE CC&Rs APPLICABLE TO OWNERS' SECTION OF CROWN OAKS AND STATE THAT THE IMPROVEMENT WILL BE MADE IN FULL COMPLIANCE WITH THE CC&Rs AND THE ACC-APPROVED PLANS. OWNER(S) UNDERSTAND AND AGREE THAT IT IS THE OWNER(S) RESPONSIBILITY TO ENSURE THAT BUILDER/CONTRACTOR REMAINS IN COMPLIANCE WITH THE GENERALLY ACCEPTED BUILDING GUIDELINES AND THE CC&Rs.**

**IF THE ACC APPROVES THIS APPLICATION AND THE AGREEMENTS AND/OR REPRESENTATIONS MADE BY THE OWNER(S) ARE NOT FULLY COMPLIED WITH, THE ACC MAY, WITHOUT LIMITATION AND AT ITS SOLE AND EXCLUSIVE DISCRETION, REVOKE AND RESCIND ITS APPROVAL OF THIS APPLICATION, THE COMPLIANCE AND DAMAGE DEPOSIT WILL BE FORFEITED AND NON-COMPLIANCE WILL REQUIRE REMOVAL OF IMPROVEMENT(S) AT THE OWNERS' SOLE COST AND EXPENSE WITHIN SIXTY (60) CALLENDAR DAYS OF SUCH NOTICE BY THE ACC.**

**REPEATED NON-COMPLIANCE OF THE REQUIREMENTS AND GUIDELINES PRESENTED HEREIN OR THE APPLICABLE CC&RS WILL RESULT IN LEGAL INJUNCTION TO STOP ANY OUT OF COMPLIANCE ACTIVITIES. ANY LEGAL FEES ASSOCIATED WITH SERVING SUCH ORDERS INCURRED BY THE COPOA/ACC WILL BE AT THE SOLE COST AND EXPENSE OF OWNER.**

**OWNER(S) WILL BE SUBJECT TO VIOLATION AND THE ASSOCIATED FINE(S) AS PRESCRIBED IN THE COPOA POLICY RESOLUTION RULES AND REGULATIONS ENFORCEMENT POLICY AND PROCEDURES AS MAY BE APPLICABLE IF CONSTRUCTION IS INITIATED PRIOR TO ACC APPROVAL OF THIS APPLICATION.**

Owner's Signature: \_\_\_\_\_

Owner's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Owner's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

When your project is finished, please complete and submit the Request for Final Inspection Form to request a refund of the Compliance and Damage Deposit.

**Please use the check list on the next page to complete your application and then print, sign and return this application to IMC as directed above.**

Signature page to the COPOA Application for an Accessory Building.

Owner's Initials \_\_\_\_\_

**Accessory Building  
Application Submission Checklist**

This checklist may be used to help you ensure all Required Accompanying Documents are provided with your application packet. Please refer to the preceding detailed description for each of these to ensure you fulfill their specific requirements.

**Owner   ACC**

- Professionally drawn site plan or survey (if a concrete foundation)
- Accurately-drawn sketch of site plan (no concrete foundation)
- Complete set of building plans
- Foundation plan (buildings with red iron framing system)
- Photos/description of siding and roof material indicating their composition and color.
- Montgomery County Building Permit.
- Septic system design signed by a registered sanitarian (if applicable).
- Montgomery County Septic permit (if applicable).
- If requesting a variance, justification and plat of planned building location.
- Payment of Application Fee (if any) and Compliance and Damage deposit.
- Completed and signed Building Guidelines and Requirements form.

**Confirmation of receipt.**

ACC Representative Signature: \_\_\_\_\_

ACC Representative Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Owner's Initials \_\_\_\_\_