



Crown Oaks

Crown Oaks Property Owners' Association

Architectural Control Committee

**Application for a Pool, Well, Generator, Driveway Addition/Extension or
Other Changes/Improvements to an Existing Home**

Applications are required for many exterior changes to the home excluding landscaping. Changes made to the interior of a home do not require any prior approval by the Crown Oaks Architectural Control Committee. If applying for expansion of living space to an existing home or construction of an adjunct dwelling unit, please submit the Application for New Home Construction, Home Addition or Adjunct Dwelling Unit instead of this form.

Application is for a: Pool Well Generator Roofing Change Porch/Patio/Flatwork
Flagpole Rain Harvesting System Driveway Addition/Ditch Crossing

Other _____

Physical Address: _____

Legal Description: Section _____ Block _____ Lot _____

Proposed Commencement Date: _____ **Proposed Completion Date:** _____

Owner's Information

Name: _____ Email: _____

Address: _____ Phone _____

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")¹ 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, Conditions and Restrictions (CC&Rs) and applicable Montgomery County building codes and requirements, incorporated herein by reference as if fully copied and set forth at length. The CC&Rs can be found at CrownOakstx.com

APPLICATIONS WILL NOT BE REVIEWED UNTIL THE APPLICATION PROCESSING FEE (IF ANY) AND COMPLIANCE/DAMAGE 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

- Refundable Compliance and Damage Deposit
 - \$1500 (Pool, Well, Driveway Addition, Ditch Crossing, porch/patio/flatwork).
 - \$500 (Generator, roofing change or Other Changes/Additions)

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://CrownOaksCommunityWebsite).

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 as required herein and may be extended if the ACC requires additional information from Owner during the review process.**

¹ 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.

For a Pool, Well, Generator, Driveway Addition/Expansion or Ditch Crossing

1. Provide site plan or survey showing the location of the home, building setback lines, current driveway, property boundaries and the location of the proposed pool, well, generator, driveway addition or ditch crossing relative to the building lines. Indicate on the drawing the measured distance from the planned addition to the property boundaries and setback lines.
 - a. If for a pool, provide a drawing or plan of the pool.
 - b. If for a driveway addition/extension or ditch crossing show its planned location and width.
 - c. If for a water well, provide the distance of the wellhead and surface equipment from the easements and property lines. If the surface equipment (e.g., tank etc.) are to be located away from the wellhead, designate this on the drawing. Also, provide a copy of the drilling permit.
2. A permanent driveway addition/extension or ditch crossing must be constructed of concrete, asphalt, brick or stone (no loose rock). Culvert pipe installation and the header walls/culvert ends must comply with the CC&Rs.

The driveway will be constructed of Concrete Asphalt Brick Stone.

3. If this application is for a generator, Owner must read and understand the COPOA document entitled “Regulation of Standby Electric Generators” that can be found on the [Community Website](#) and by signing this Application, Owner acknowledges that he/she has read, understands and accepts the requirements set forth in that document.
4. If this application is for installation of rain barrels or harvesting system, solar energy devices, storm and energy efficiency shingles, a flagpole or religious items, Owner must read and understand the COPOA document entitled “Guidelines for Rain Barrels and Rain Harvesting Systems, Solar Energy Devices, Storm and Energy Efficient Shingles, Flags and Religious Items” that can be found on the [Community Website](#) and by signing this Application, Owner acknowledges that he/she has read, understands and accepts the requirements set forth in that document.
5. The Building Guidelines & Requirements form must also be submitted with this application.

For Other Changes to an Existing Home or Additions to the Property (e.g., adding porches, patios, a gazebo, porch or patio cover, sidewalk(s) or other flatwork, roofing material changes, etc.)

1. If applying for addition of enclosed living space to an existing home or construction of an adjunct dwelling unit, please submit the Application for New Home Construction, Home Addition or Adjunct Dwelling Unit instead of this form.
2. Provide a site plan or survey showing the location of the home, building setback lines, driveway, property boundaries and the location of the proposed structure or addition to the property. Indicate the measured distance from the planned structure to the property boundaries and setback lines.

3. If roofing materials will be changed, e.g., composition shingles to standing seam metal, provide a description and picture of the material to be used for the new roof. Section 3.01 of the CC&Rs require either composition shingles, copper, tile, slate or standing seam metal.

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 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 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 accurately showing the location of the proposed structure/improvement(s) and measurements of the intended encroachment.

Permanent or Temporary Culvert Pipe

Owner may install a permanent or temporary culvert pipe for the driveway extension or ditch crossing. Any permanent culvert pipe must be installed as required by the ACC Building Guidelines and Requirements and comply with Montgomery County requirements. Owner may install one (1) temporary culvert pipe in the roadside drainage ditch for use only during construction. The temporary culvert pipe 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 pipe 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

Permanent Driveway/Ditch Crossing

Permanent driveways and roadside ditch crossings must be constructed of concrete, asphalt, brick or stone (no loose rock) as required in the CC&Rs. The plan submitted with this application must show the

driveway/ditch crossing and indicate the material from which it will be constructed. The header walls/culvert ends must comply with the CC&Rs.

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

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

The Owner and/or Builder/Contractor must schedule with the ACC, or its designee, a culvert inspection before the driveway or ditch crossing concrete is poured.

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 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 billed directly to Owner or 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 Board of Directors.

BY SIGNING BELOW OWNER ACKNOWLEDGES HE/SHE HAS FULLY READ AND UNDERSTANDS THE CC&Rs APPLICABLE TO OWNER'S SECTION OF CROWN OAKS AND STATES THAT THE IMPROVEMENT WILL BE MADE IN FULL COMPLIANCE WITH THE CC&Rs AND THE ACC-APPROVED PLANS. OWNER UNDERSTANDS AND AGREES THAT IT IS OWNER'S RESPONSIBILITY TO ENSURE THAT THE 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 OWNER 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 OWNER'S 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 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: _____

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

Please review the check list on the next page and then print, sign and return this form to IMC as directed above.

Signature page to the COPOA Application for a pool, well, generator, driveway or other changes.

Owner's Initials _____

**Pool, Well, Generator, Driveway Addition/Expansion or
Other Changes/Improvements to an Existing Home
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 the specific requirements for each.

Owner ACC

Site plan, plat or survey showing the location of the proposed pool, well, generator, driveway addition/extension, ditch crossing, flatwork or other proposed change(s).

If for a pool, a drawing of the pool.

If for a driveway addition/extension or ditch crossing, a drawing to show location/width.

If for a water well, a copy of the drilling permit.

If for changing the roofing materials, description and color of new material.

If requesting a variance, justification and a location plat showing the proposed change.

Payment of Application Fee (if any) and Compliance and Damage deposit.

If this Application is for a pool, well, porch/patio/flatwork, driveway addition/extension or ditch crossing you must complete and submit the Building Guidelines and Requirements form.

Confirmation of receipt.

ACC Representative Signature: _____

ACC Representative Printed Name: _____

Date: _____