



**Crown Oaks Property Owners' Association
Architectural Control Committee**

Application for New Home, Home Addition or Adjunct Dwelling Unit

This application is to be used for construction of a new home, addition to the enclosed living space of an existing home or addition of an adjunct residential dwelling unit. The proposed add-on structure must be built as an extension of the main house or the garage for the non-commercial use by parents of the Owner, guests or servants and such structure may not be built as a free-standing dwelling and must comply with the requirements set forth in Section 3.01 of the CC&Rs.

Application is for a: New Home Home Addition Adjunct Dwelling Unit

Physical Address: _____

Legal Description: Section _____ Block _____ Lot _____

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

Owner's Information

Name: _____ Email: _____

Address: _____ Phone _____

Builder'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.

Owner's Initials _____

Prior to any construction, all plans and required documents 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 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.

Building Dimensions

1st Floor Living Area Square Footage (conditioned space): _____

2nd Floor Living Area Square Footage: _____

Total Square Footage under Roof: _____

No. of Garage Stalls: _____ (four maximum)

Percentage of Masonry and Type: _____

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://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. Electronic versions of all requested documents are preferred. All designations on

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.

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. Set of professionally drawn plans showing elevations of all sides of the exterior structure, the footprint and floor plan with all dimensions showing square footage.
2. Site plan or survey showing property and building lines, distances from easements and property lines, and the location and dimensions of all structures including flatwork/foundations, driveways and sidewalks on the lot plus the location of any accessory buildings, fences, pool, generator, water well or other structure(s) being submitted coincidentally with this application (separate applications are required for such appurtenant additions).
3. Elevations of all sides of the exterior structure depicting a minimum of forty percent (40%) brick, stone or stucco on the front and sides (excluding the rear side) with the balance of the exterior being fiber-cement siding/plank construction.
4. Provide photos/samples/description of exterior materials to be used.
5. Site-specific soil report, signed and sealed by a professional engineer.
6. Certified foundation plan including a cross-section of all beams and piers if used. The plan must be signed and sealed by a professional engineer.
7. Septic system design, signed by a registered sanitarian.
8. Septic permit (Montgomery County).
9. Building permit (Montgomery County).
10. Driveway culvert design. Culvert diameter must not be less than that specified by Montgomery County. Minimum culvert diameter for all areas of Crown Oaks is eighteen (18) inches. The header walls/culvert ends must be constructed as required in section 3.16 of the CC&Rs.
11. Completed and signed Building Guidelines & Requirements form.

The following separate application forms may be submitted contemporaneously with this application packet or may be submitted at a later date; however, these the separate applications for these structures **MUST** be submitted and approved by the ACC prior to constructing any of the subject structures:

1. Application for Fence and/or Gate
2. Application for Pool, Well, Generator, Driveway Addition/Extension or Other Improvements
3. Application for Accessory Building

NO SITE WORK CAN BE STARTED WITHOUT FINAL APPROVAL.

Owner's Initials _____

Driveway

Driveways to the home 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, indicate its width and the material from which it will be constructed.

The driveway will be constructed of: Concrete Asphalt Brick Stone

Drainage Plan

Owner is encouraged to obtain an engineered drainage plan if the subject new 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 the 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 for and to correct and neither the COPOA, its Directors nor the ACC shall bear any responsibility for payment of damages or correction.

Permanent and Temporary Culvert Pipe

Owner shall install a permanent culvert pipe under the driveway to the home to cross the roadside ditch. Such permanent culvert pipe must be installed as required by the ACC Building Guidelines and Requirements. Owner may also 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 Requested? Yes No

Variance Requests

ANY VARIANCE REQUEST MUST BE EXPLICITLY STATED 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 showing the location of the proposed structure/improvement and measurements of the intended encroachment.

Owner’s Initials _____

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

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

1. Pre-Pour Meeting – All required permits and the form survey shall be submitted to the ACC prior to this meeting pursuant to the Building Guidelines and Requirements.
2. Culvert Inspection – required before the driveway concrete is poured.
3. Final Inspection – when the structure is completed and is ready to be cleared for use.

Disclaimer

No approval of plans and specification by the ACC 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, COPOA Building Guidelines and Policies, 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 these regulations and policies. Such fines, fees and costs may be billed to Owner directly 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 COPOA Board of Directors.

BY SIGNING BELOW 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. FURTHERMORE, OWNER(S) UNDERSTAND AND AGREE THAT IT IS OWNER(S) RESPONSIBILITY TO ENSURE THAT BUILDER REMAINS IN COMPLIANCE WITH THE GENERALLY ACCEPTED BUILDING GUIDELINES AND THE CC&Rs.

FURTHERMORE, IF THE ACC APPROVES THIS APPLICATION AND THE AGREEMENTS AND/OR REPRESENTATIONS MADE BY 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 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 New Home, Home Addition or Adjunct Dwelling Unit.

Owner's Initials _____

**New Home, Home Addition or Adjunct Dwelling Unit
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

- Professionally drawn site plan or survey.
- Professionally drawn complete set of building plans.
- Elevations schematic showing all sides.
- Provide photos or samples and a description of exterior materials to be used.
- Site-specific soil report, signed and sealed by a professional engineer.
- Certified foundation plan designed and sealed by a professional engineer.
- Septic system design, signed by a registered sanitarian.
- Septic permit (Montgomery County).
- Building permit (Montgomery County).
- Driveway and culvert design.
- Photos/samples/description of siding and roof materials, indicate their composition.
- If requesting a variance, justification and plat of planned building location.
- Completed and signed Building Guidelines and Requirements form.
- Payment of Application Fee (if any) and Compliance and Damage deposit.

Confirmation of receipt.

ACC Representative Signature: _____

ACC Representative Printed Name: _____

Date: _____

Owner's Initials _____