

LAKE CREEK ESTATES POA ACC Application Instruction Sheet New Home Construction

All building construction, additions, or alterations on site require approval in writing from the Architectural Control Committee (ACC) prior to construction. (See Deed Restrictions for more detail). Please see the Lake Creek Estates POA Architectural Control Guidelines and Regulations and Declaration of Covenants, Conditions, and Restrictions.

New construction review process requires the following:

1. Completed application signed by property owner(s). (New Construction Application Form)
2. Copy of county building permit and county septic permit (also include the engineered drawing of septic).
3. One set of plans to include:
 - a. Square footage
 - b. A site plan (to be drawn on a surveyed plat of your lot) showing the **dimensions** of the lot and **distance** from property lines on all sides of all proposed improvements (usually furnished by the architect, engineer, or certified house planner). However, if he/she does not provide this document you should have received a surveyed plat of your lot before or at closing. Building Lines and Utility Easements must be shown.
 - c. Foundation plans
 - d. Four elevations
 - e. Sample or picture of exterior materials {chips, brick, shingles, color samples, etc.}. All colors to be used must be stated and sample given. Any changes from this statement must be approved in advance.

Submit application package **along with the application fee of \$100** to the following address either via mail or in person:

Lake Creek Estates POA
c/o IMC
3500 W. Davis, Ste 190
Conroe, TX 77304

REVIEW THE FOLLOWING INFORMATION, SIGN AND DATE. ATTACH WITH APPLICATION FORMS.

I have read the following information:

OWNER: _____

BUILDER: _____

DATE: _____

Please note the following:

1. It is the owner's responsibility to determine all easements and setbacks that exist upon his property. No permanent improvements should be placed within these easements.
2. Property owner must be current on fees and or fines before approval process begins.
3. ACC may retain all application packages (including set of plans) for their records.
4. The ACC will notify you within 30 working days regarding the status of your plans.
5. The ACC approval expires after one (1) year. That means that construction must begin and be completed within one year from approval date. If not begun, you must go through approval process again.
6. First 25' of driveway shall be concrete or asphalt to be completed in one year from beginning of construction of home or **prior** to move in, whichever comes first.
7. All driveways shall be constructed of concrete, asphalt, gravel, iron ore or crushed rock.
8. Any outbuilding colors should match or blend well with house and outbuildings should be permanent in nature.
9. Cement trucks should not leave their waste in ditches or roads
10. **All ponds** must be approved by the ACC. Include plot layout with location of pond, dimensions and depth of pond, levee height, property drainage plan and intended use of dirt.
11. The ACC will make several inspection tours of your property after your plans are approved to see if your construction is consistent with the plans approved, and to see if any other "Deed Restrictions" are in violation.
12. Non-compliance of the approved building plans may result in fines. Failure to pay fines may result in a lien placed on the property.

If you have any questions, please call Susan Shely at 936-756-0032.

**LAKE CREEK ESTATES PROPERTY OWNER'S ASSOCIATION
NEW HOME CONSTRUCTION APPLICATION**

PRINT:

Owner: _____ Date: _____

Current Address: _____

Phone: _____ Cell: _____ Work: _____

Email Address: _____

Lake Creek Estates Address: _____

Section: _____ Block: _____ Lot: _____

Builder Name: _____ Phone: _____

Builder Address: _____

AT TIME OF ORIGINAL CONSTRUCTION:

House: _____ Garage: _____ Porches: _____ Fences: _____

Barn: _____ Workshop: _____ RV Garage: _____ Outbuilding: _____

Pools: _____ Ponds: _____ Play House: _____ Tree House: _____

Wild Hog Fence: _____ Other: _____

Variance Requested: _____

Exterior Color: _____ Brick Color: _____ Siding: _____

Shutters and Attic Shutters: _____ Eaves and Trim: _____

Garage: _____ Windows: _____ Roof: _____

Describe: _____

Type of Foundation: _____ Living Space Square Footage: _____

Submit Exterior Material Samples or Pamphlets showing style and colors (Bricks, siding, etc.; exterior color samples: fence material description; roofing material and color samples)

Copy of (Required) Permit for County Approved Septic System: _____

Copy of Engineered Septic Drawing: _____

Copy of Montgomery County Building Permit: _____

Copy of Plat of lot showing location of all construction: _____

I have read Construction Application Instructions.

Owner's Signature: _____ Date: _____

Builder's Signature: _____ Date: _____

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