

**Construction and Improvements Checklist for  
Demolition of an Existing Residential Dwelling and  
Construction of a New Residential Dwelling  
and  
Major Structural Projects at an Existing Residential Dwelling**

**Instructions**

The following checklist is provided to help you meet the submission requirements for (i) the demolition of an existing residential dwelling and construction of a new residential dwelling, and (ii) major structural projects at an existing residential dwelling.

**The Frostwood ACC will only accept complete submissions from Homeowners. Incomplete submissions will be returned marked “incomplete” with missing items marked.**

**No demolition of any existing residential dwelling is allowed until submissions for a new or altered residential dwelling has been approved. [See: Article IV, Section 4.15<sup>1</sup>](#)**

**ACC Submissions Required to Start the Approval Process:**

The following items must be submitted to the Frostwood ACC prior to commencing any demolition or construction of a residential dwelling:

- ☐ **Architectural Approval Request Form**, including (1) the estimated date of commencement and (2) the estimated date of completion.
- ☐ **Site Survey**: prepared by a Professional Surveyor, currently licensed in the State of Texas. Drawing must be sealed, signed, and dated. [See: Article I-P and Article IV, Section 4.2 \(i\)](#)
- ☐ **Baseline Elevation Certificate**: prepared by a Professional Surveyor, currently licensed in the State of Texas. Drawing must be sealed, signed, and dated. Data must be calculated in accordance with the method defined in the definitions section of the Restrictions. [See: Article I-E](#)
- ☐ **Architectural Plans**: Professionally drawn to the standards of current building code in the City of Houston, including the following: Site Plan (see below), Drainage Plan (see below), Floor Plans, Roof Plan, Wall Sections, Exterior Elevations (see below), Electrical Plans, and Details.
- ☐ **Site Plan**: showing all improvements including dwellings, out buildings, driveways, walkways, decks, terraces, patios, fencing, trees over 6” in diameter that will remain, trees over 6” in diameter planned to be removed, ancillary equipment such as air conditioning condensers, power generators, and the relationship of same to set backs applicable to the lot or dwelling. Indicate and dimension all setbacks and easements. [See: Article I-P and Article IV, Section 4.2 \(i\)](#)
- ☐ **Drainage Plan**: showing site surface drainage, flow arrows, swales, surface drains (with sizes), and underground piping (with sizes), to carry surface run off. This may be included with the Site Plan. No drainage to adjacent properties is allowed. [See: Article IV, Section 4.2 \(iii\)](#)
- ☐ **Exterior Elevations**: showing all sides and setbacks of dwelling and outbuildings; also showing location of all materials, doors, windows, trim, exterior fixtures, and fittings of all kinds, including exterior light fixtures. All overhangs, bays, and other projections must be dimensioned. The Baseline Elevation must be

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<sup>1</sup> All references [marked in this manner](#) are references to Articles and Sections of the Frostwood Deed Restrictions.

drawn and labeled. Heights of all dwellings and out buildings must be shown from the Baseline Elevation.  
Article I-P and Article IV, Section 4.2 (i)

☐ **Lighting Plan:** showing location of all exterior lighting including specification of type, material, and color of fixtures. Information may be divided between Electrical Plans, Exterior Elevations, and Material selection sections. See Article I-P and Article IV, Section 4.2 (i)

☐ **Material Selections:** with written specifications and digital images of all building components indicating, material, size, color, location, including brick, stone, stucco, siding, windows, trim, roofing, and all other exterior elements. Material must match the Exterior Elevations. Exterior siding materials are limited to two types of materials in addition to eave, fascia, and gable trim. Conventional stucco is considered masonry. The only permitted stucco is the traditionally applied stucco (cementitious stucco consisting of metal lath, scratch, brown, and finish coats). No synthetic stucco is allowed. See: Article IV, Section 4.2 (ii)

☐ **Structural Plans:** Professionally drawn to the standards of current building code in the City of Houston, including the following: Foundation Plans, Framing Plans, and Details. Drawings must be produced by a Professional Engineer currently licensed in the State of Texas. Drawings must be sealed, signed, and dated. See Article I-P and Article IV, Section 4.2 (i)

☐ **Additional Information:** Additional information, plans, specifications, and requirements may be required at the discretion of Frostwood ACC.

#### **ACC Submission Required After Approval in Order to Start Construction:**

The following items must be submitted to the Frostwood ACC prior to commencing any demolition or construction of a residential dwelling:

- ☐ **Construction Deposit Agreement,** with:
  1. Designation of Owner, Builder, and Architect/Designer
  2. Designation of Emergency Contact and phone number
  3. Evidence of Notification to Adjacent Property Owners
  4. \$7,500 Deposit Received

#### **ACC Submissions Required: During Construction**

The following must be submitted to the Frostwood ACC during construction at the times indicated:

☐ **Slab Form Survey:** Drawings must be produced by a Professional Engineer currently licensed in the State of Texas. Drawings must be sealed, signed, and dated. The Homeowner/Builder is responsible for verifying and submitting the slab survey and the slab height verification to the Frostwood ACC. **The Homeowner/Builder must receive approval of the Slab Form Survey from the Frostwood ACC before pouring the slab or any foundation construction beyond formwork.**

☐ **Maximum Height Certification:** Drawings must be produced by a Professional Engineer currently licensed in the State of Texas. Drawings must be sealed, signed, and dated. The Homeowner/Builder is responsible for verifying and submitting the maximum height certification to the Frostwood ACC upon completion of framing. **The Homeowner/Builder must receive approval of the Maximum Height Certification from the Frostwood ACC before undertaking any further construction activity.**

#### **Submission Requirements: Post Construction**

The following item must be submitted following completion of construction:

- ☐ Written Notice of Completion Date

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

By: \_\_\_\_\_