

**CROCKETT TRACE ESTATES  
ACC APPLICATION**

- NEW HOME CONSTRUCTION
- MOBILE HOME
- EXTERIOR ADDITION

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Property Address/Legal: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

Improvements Being Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planned Start/Move Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**ACKNOWLEDGEMENTS**

I have read & agreed to the Crockett Trace Covenants & all building/construction requirements. My failure to abide by these could result in penalties & fines.

I have read & agreed to the Crockett Trace Covenants & all building/construction requirements. My failure to abide by these could result in penalties & fines.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_ Builder: \_\_\_\_\_ Date: \_\_\_\_\_

**\*IF THERE IS A BALANCE ON YOUR ACCOUNT OR AN OPEN DEED VIOLATION, APPLICATION WILL NOT BE SUBMITTED FOR REVIEW UNTIL BALANCE IS PAID IN FULL OR A PAYMENT PLAN HAS BEEN IMPLEMENTED, & THE VIOLATION HAS BEEN CURED\***

A non-refundable review fee of \$30.00 made payable to SW Texas Property Management must be submitted with the application. NO CASH. Online payments can be made on our website: [swtxpropertymanagement.com](http://swtxpropertymanagement.com)

Check/Money Order # \_\_\_\_\_

Please submit the completed application & payment to:  
P.O. Box 358, Conroe, TX, 77305 or via email: [admin@swtxpropmgmt.com](mailto:admin@swtxpropmgmt.com)

Applications will not be accepted if they are not completed

**TEMPORARY DROP OFF LOCATION:  
5750 West Davis St, Conroe, TX 77304**

**CROCKETT TRACE ESTATES**  
**ACC APPLICATION**

The following items applicable to the ACC Submittal Request **MUST** be included. Incomplete applications will be rejected.

**Mobile Home:** *Please initial next to each item & include with your ACC Submittal.*

- \_\_\_\_\_ - Site Plan/Sketch showing the home placement & ALL existing or desired structures in relevance to property lines, setback lines.  
FRONT \_\_\_\_\_ LEFT SIDE \_\_\_\_\_ RIGHT SIDE \_\_\_\_\_ BACK \_\_\_\_\_  
SQUARE FOOTAGE OF HOME: \_\_\_\_\_  
\*The minimum square footage requirement is 950 square foot.  
\*Dimensions of desired structures must be listed.
  
- \_\_\_\_\_ - Official Documents showing the age, make and model of the mobile home. **Mobile Homes older than 15 years at the time of move in, will not be approved.** You normally receive this document after closing on the home.
  
- \_\_\_\_\_ - Colored Photos of Material for required four by six-foot (4'X6') porch must be submitted. Porch **MUST** be installed within **90 days** of ACC Approval. Fines will be assessed monthly if the porch is not installed.
  
- \_\_\_\_\_ - Colored Photos of Material for required skirting must be submitted. Skirting **MUST** be installed within **30 days** of ACC Approval. Approved materials for skirting consist of vinyl, wood or hardiplank. All skirting must be UNIFORM. If skirting is not installed within 30 30 days of ACC Approval, fines will be assessed monthly.
  
- \_\_\_\_\_ - Submit copy of registered building permit per Montgomery County
  
- \_\_\_\_\_ - Culverts must be reinforced and meet Montgomery County requirements.
  
- \_\_\_\_\_ - Colored Photo of desired Address plaque for the property: Location needs to be visible on the home, or within the front yard/fence, from the street.
  
- \_\_\_\_\_ - If adding a driveway, The Association needs to know what materials the driveway will be made of, & it must be included on the site plan sketch.
  
- \_\_\_\_\_ - \$30.00 (Non-Refundable) Money Order/Cashier's Check for the Application processing fee made payable to SW Texas Property Management.

Please submit the completed application & payment to:  
P.O. Box 358, Conroe, TX, 77305 or via email: [admin@swtxpropmgmt.com](mailto:admin@swtxpropmgmt.com)  
Applications will not be accepted if they are not completed

**TEMPORARY DROP OFF LOCATION:**  
**5750 West Davis St, Conroe, TX 77304**

**CROCKETT TRACE ESTATES  
ACC APPLICATION**

The following items applicable to the ACC Submittal Request **MUST** be included. Incomplete applications will be rejected.

**New Construction Home:** *Please initial next to each item & include with your ACC Submittal.*

- \_\_\_\_\_ - Site Plan/Sketch showing the home placement & ALL existing or desired structures in relevance to property lines, setback lines.  
FRONT \_\_\_\_\_ LEFT SIDE \_\_\_\_\_ RIGHT SIDE \_\_\_\_\_ BACK \_\_\_\_\_  
SQUARE FOOTAGE OF HOME: \_\_\_\_\_  
\*The minimum square footage requirement is 950 square foot.  
\*Dimensions of desired structures must be listed.
- \_\_\_\_\_ - Colored Photos & List of all materials & paint colors to be used
- \_\_\_\_\_ - Submit copy of registered building permit per Montgomery County
- \_\_\_\_\_ - Culverts must be reinforced and meet Montgomery County requirements.
- \_\_\_\_\_ - Colored Photo of desired Address plaque for the property: Location needs to be visible on the home, or within the front yard/fence, from the street.
- \_\_\_\_\_ - If adding a driveway, The Association needs to know what materials the driveway will be made of, & it must be included on the site plan sketch.
- \_\_\_\_\_ - \$30.00 (Non-Refundable) Money Order/Cashier's Check for the Application processing fee made payable to SW Texas Property Management.

Please submit the completed application & payment to:  
P.O. Box 358, Conroe, TX, 77305 or via email: [admin@swtxpropmgmt.com](mailto:admin@swtxpropmgmt.com)  
Applications will not be accepted if they are not completed

**TEMPORARY DROP OFF LOCATION:  
5750 West Davis St, Conroe, TX 77304**

**CROCKETT TRACE ESTATES**  
**ACC APPLICATION**

The following items applicable to the ACC Submittal Request MUST be included. Incomplete applications will be rejected.

**Exterior Addition:** *Please initial next to each item & include with your ACC Submittal.*

- \_\_\_\_\_ - Site Plan/Sketch showing the placement of ALL existing or desired structures in relevance to property lines, setback lines.  
\*Dimensions of desired structures must be listed.
- \_\_\_\_\_ - Colored Photos & List of all materials & paint colors to be used
- \_\_\_\_\_ - Submit copy of registered building permit per Montgomery County
- \_\_\_\_\_ - \$30.00 (Non-Refundable) Money Order/Cashier's Check for the Application processing fee made payable to SW Texas Property Management.

Please submit the completed application & payment to:  
P.O. Box 358, Conroe, TX, 77305 or via email: [admin@swtxpropmgmt.com](mailto:admin@swtxpropmgmt.com)  
Applications will not be accepted if they are not completed

**TEMPORARY DROP OFF LOCATION:**  
**5750 West Davis St, Conroe, TX 77304**

**CROCKETT TRACE ESTATES  
ARCHITECTURAL APPROVAL REQUEST**

Date: \_\_\_\_\_ Property Description (S/B/L): \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Builder: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

To: Crockett Trace Estates Architectural Committee

I, \_\_\_\_\_, am requesting Architectural approval to construct/move in the improvements described in the attached plans and have demonstrated a desire to comply with the deed restrictions and Architectural standards of Crockett Trace Estates. By signing this letter and by paying the required fees and construction deposit, I agree to comply with the deed restrictions contained in the Crockett Trace Estates Covenants, Conditions and Restrictions and with any other applicable dedicatory instruments.

It is understood that if there is a slab, a drawing must be submitted with the seal and approval of a licensed, registered, professional engineer. It is further understood that when the attached plans are reviewed by the Crockett Trace Estates Property Owners Association (POA) and/or Architectural Review Committee (ACC), such POA and/or ACC shall solely be reviewing to verify that engineer has designed the foundation plans and that the plans contain an engineered slab based upon a soil study done on the lot which the improvement is to be constructed, that the plans are compatible with the "Country Setting", and that the proposed location with respect to topography and finished grade elevation is satisfactory; the POA or ACC shall not be reviewing to ensure the quality, feasibility or safety of design.

It is understood that if Architectural approval is denied for any reason, including submittal of incomplete plans, I will be required to resubmit such plans and an additional fee before approval may be granted. I further understand that approval upon re-submittal will not be automatic; all resubmitted plans will be approved or denied on the same basis as the plans initially submitted.

I understand that the POA and the ACC strongly suggest that periodic inspections be performed on new construction. I understand that neither the POA nor the ACC will be responsible for obtaining any inspections of my property or improvements. Such inspection services should be retained by me and should be performed by a real estate inspector or professional inspector licensed under Article 657a, Section 23 of the Texas Real Estate License Act, as may be amended from time to time, OR by a licensed, registered and professional engineer. The selection of such inspector or inspectors shall be left to my absolute and sole discretion.

I do understand that neither the POA nor the ACC nor any other Crockett Trace Estates entity shall be responsible in any way neither for any inspection(s) nor for any damage whatsoever that may stem from such inspections either not being performed, being performed improperly or negligently.

In the event that an item of construction/move in does not satisfy the requirements of the applicable deed restriction, repair, replacement and/or augmentation of the item will be performed until said item does

satisfy the requirements of Crockett Trace Estates. Continued non-compliance and/or refusal to rectify a deficient item of construction will terminate any approval granted to me. Revocation of a granted approval and all other action concerning construction is subject to the review of the ACC and the final authority of the Board of Directors of the POA.

I do understand that if a mobile home is being placed on my lot that I am responsible to ensure that the required porch is installed within 90 days and skirting is installed within 30 days of the date of my approval and that the hitch and tongue must be removed as well. I understand that If I do not complete the required porch and skirting and do not removed the tongue and skirting that I will be assessed fees and fines on a monthly basis and/or sent to the attorneys for non-compliance.

I understand that the ACC Committee will try to review and approve/deny applications within 5-7 business days to the best of their availability provided that application is complete and meets restrictions requirements in an attempt to provide good customer service. However, I also understand that the ACC Committee has up to 30 days to review and approve/deny applications if it cannot be done in a more timely manner.

By requesting approval, it is understood that I bind to pay the maintenance fees as they become due.

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
Crockett Trace Estates Property Owner

\_\_\_\_\_  
Date

**CROCKETT TRACE ESTATES  
ACC APPLICATION**

**THE SECTION BELOW IS FOR OFFICE/ACC USE ONLY**

***Reviewed by ACC:***

**All Fees and Fines Current?** \_\_\_\_\_

**Any Violations Against Property?** \_\_\_\_\_

**Date Application Submitted:** \_\_\_\_\_

**Approved** ☐ **Declined** ☐ **ACC Signature:** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

Please submit the completed application & payment to:  
P.O. Box 358, Conroe, TX, 77305 or via email: [admin@swtxproprmgmt.com](mailto:admin@swtxproprmgmt.com)  
Applications will not be accepted if they are not completed

**TEMPORARY DROP OFF LOCATION:**  
**5750 West Davis St, Conroe, TX 77304**