

NORTHCREST RANCH P. O. A.  
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). Property owner must be current on fees and/or fines or any violations of the Deed Restrictions prior to review for approval process.**

**New construction** review process requires the following:

1. Completed application signed by property owner(s). (New Construction Application Form)
2. A check for \$500 made payable to **Northcrest Ranch POA, Inc.**, which is refundable if no liability is incurred (fines/penalties/road damage etc.).
3. Copy of county building permit and county septic permit (also include the engineered drawing of septic). County Permit must state that Quadvest is your water supplier.
4. 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 at closing. Building Lines and Utility Easements must be shown.
  - c. Foundation plans
  - d. Four elevations
  - e. Digital Samples or pictures 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. Physical Samples may be required by the ACC upon request.
5. A signed copy of the fines/penalty schedule (posted on the website), which indicates you and your builder have read and understand the fine structure must be included. No application will be reviewed without this form. (Initial on Application that you have read Fine Schedule)

Submit application package to the following: Kerrie Stone – IMC Management – 936-756-0032

EMAIL: KSTONE@IMCMANAGEMENT.NET

OR

NORTHCREST RANCH POA, INC. C/O  
IMC MANAGEMENT  
3500 W DAVIS ST, SUITE 190  
CONROE, TX 77304

**REVIEW THE FOLLOWING INFORMATION, SIGN AND DATE. ATTACH WITH APPLICATION FORMS. I have read the following information:**

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OWNER

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BUILDER

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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 made within these easements. Including the 16' Utility Easement at the front of your property.
2. Property owners must be current on fees and or fines before approval process begins.
3. ACC will retain all application packages (including set of plans) for their records.
4. The ACC will notify you within 30 days regarding the status of your application.
5. The ACC approval expires after one (1) year. Construction must begin and be completed within one year from approval date or fines may incur. Projects not started within one year require a new application and will go through approval process again.
6. If after approval you decide not to build, you may request a deposit refund.
7. Once construction begins, exterior must be complete within one (1) year or fines will incur. A request for extension must be received prior to the one-year expiration or fines may be imposed.
8. All houses are required to have at least a two-car garage. A two-car garage is considered at least a 22' x 24' garage.
9. 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. Fines will incur if not completed prior to move in. Additional driveways applied for after initial application must be completed within six months from approval date.
10. All driveways must be constructed of concrete, asphalt, gravel, iron ore or crushed rock.
11. Any outbuilding colors should match or blend well with house and outbuildings should be permanent in nature. Any storage shed on skids greater than 8" above natural ground must be skirted and or landscaped within 30 days of placement.
12. Culvert sizes are obtained from Montgomery County Engineering Department.
13. Cement trucks should not leave their waste in ditches or roads (this will affect your eligibility for refund).
14. 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, outflow and intended use of dirt.
15. 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.
16. No house trailer, camper, 5<sup>th</sup> wheel or motor home may be located on any lot while home is under construction. **Fines may be imposed.**
17. There will be a \$50 fine for non-sufficient funds checks.
18. All Landscaping must be behind the 16' Utility Easement at the front of your property.

**If you have any questions, please contact Kerrie Stone at**  
**[KSTONE@IMCMANAGEMENT.NET](mailto:KSTONE@IMCMANAGEMENT.NET) or 936-756-0032**

**NORTHCREST RANCH PROPERTY OWNER'S ASSOCIATION  
NEW HOME CONSTRUCTION APPLICATION**

**PRINT:**

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

Address City State

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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

Northcrest Address: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Builder Address: \_\_\_\_\_

Address City State Zip

New Home Construction Deposit: **\$500** Check # \_\_\_\_\_ Date: \_\_\_\_\_

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

**AT TIME OF ORIGINAL CONSTRUCTION:**

House: \_\_\_\_\_ Garage: \_\_\_\_\_ Porches: \_\_\_\_\_ Fences: \_\_\_\_\_

Barn: \_\_\_\_\_ Workshop: \_\_\_\_\_ RV Garage: \_\_\_\_\_ Outbuildings: \_\_\_\_\_

Pools: \_\_\_\_\_ Ponds: \_\_\_\_\_ Play House: \_\_\_\_\_ Tree House: \_\_\_\_\_ Wild

Hog Fence \_\_\_\_\_ Other: \_\_\_\_\_

Plat of lot showing survey location of **all** construction: \_\_\_\_\_

Type of Foundation: \_\_\_\_\_ Sq. Footage: \_\_\_\_\_

Submit Exterior Material Samples or Pamphlets showing style and colors  
for new home and all additional structures:

Bricks, siding, shutters: \_\_\_\_\_

Exterior Color Samples: \_\_\_\_\_

Roofing Materials & Color Samples: \_\_\_\_\_

Fence Material & Style Pamphlet: \_\_\_\_\_

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

Copy of Engineered Septic Drawing: \_\_\_\_\_

Copy of Montgomery County Building Permit: \_\_\_\_\_

**I have read Building Application Instructions and submitted signed  
Fine/Penalty Procedures Form: (Applications will no longer be reviewed  
without this form.) Initials: \_\_\_\_\_**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Builder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NORTHCREST RANCH ARCHITECTURAL CONTROL COMMITTEE  
HOUSE UNDER CONSTRUCTION  
FINE/PENALTY SCHEDULE

- A. Not submitting Plans before construction shall be a fine of up to \$1,000. You must submit plans for approval prior to any construction. Construction begins by setting forms and prior to setting in your plumbing.  
You must call for walk through **before** plumbing is installed.
- i. Red Tag the property (post notification that construction is to be discontinued until approval has been obtained).
- B. If construction continues after above Red Tag procedure, there shall be an additional fine of up to \$1500 plus any legal fees incurred.
- C. Not calling for inspection before plumbing is installed shall be a fine of up to \$700, even if not in violation of setback footage.
- D. Not calling for inspection before plumbing is installed and in violation of setback footage. Shall be fined an amount up to \$700 for not calling (see item “B” above).
- i. Shall be fined up to \$250 for each foot in violation of setback footage.
- ii. Must be paid within 60 days or a \$5 per day fine will be imposed.
- F. You may not live in garage, trailers, workshops or barns while house is under construction. A fine of \$100 per day will be imposed when violation becomes apparent to ACC or Board of Directors.
- G. There will be a \$500/day fine for house trailers, campers, 5<sup>th</sup> wheels or motor homes parked on lots during construction period.

**PLEASE NOTE:**

- H. IF YOU DO NOT AGREE WITH SETBACK FOOTAGE DETERMINATIONS, A SURVEY WILL HAVE TO BE PROVIDED BY PROPERTY OWNER.**
- I. IF ALL FINES ARE NOT PAID IN FULL AFTER 90 DAYS, INTEREST WILL BE ADDED AND A LIEN WILL BE PLACED AGAINST YOUR PROPERTY UNTIL SUCH TIME AS ALL FINES ARE PAID.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Builder Signature \_\_\_\_\_ Date \_\_\_\_\_

**NORTHCREST RANCH P.O.A.  
REFUND APPLICATION**

- A. You must have completed all construction (including 1st 25ft of driveway) and remainder of drive to comply with Deed Restrictions.
- B. Your construction area must be cleaned and ready for inspection by the ACC.
- C. There must be no road damages.
- D. There must be no concrete washout in ditches.
- E. All other fees or fines must be paid, including your yearly "maintenance" fee.
- F. All refunds must be requested **within 6 months** of completion date.

-----Print and fill out the form below

Northcrest Ranch POA, Inc.

Refund Request

Mark (x) in the appropriate box:

Dear Sir:

- ☐ I am the owner of the property.
- ☐ I am the builder.
- ☐ I have completed construction and cleaned the area and I am ready for a final inspection in order to be eligible for my deposit refund.
- ☐ To the best of my knowledge, all of my fees are paid to date and the temporary utility pole is removed.

Refund to be mailed to:

Name: \_\_\_\_\_

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

City                      State              Zip

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Company: \_\_\_\_\_

Ph: \_\_\_\_\_ Cell \_\_\_\_\_

Location of completed construction (If different than above):

\_\_\_\_\_

Date of Completion: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

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EMAIL Form to: [KSTONE@IMCMANAGEMENT.NET](mailto:KSTONE@IMCMANAGEMENT.NET)

Kerrie Stone - 936-756-0032

Inspection Date: \_\_\_\_\_ ACC Representative: \_\_\_\_\_