

NORTHCREST RANCH P. O. A.
ACC Application Instruction Sheet
Misty Lake Pier Construction or Repairs

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 Pier Construction Review Process required the following:

- a. Use the Misty Lake Piers Application Form and send \$25 payable to Northcrest Ranch P.O.A. for inspection fees.
- b. One set of plans to include a site plan (to be drawn on a surveyed plat of your lot) showing the dimensions of the lot and distance from Property Lines, Building Lines, and Utility Easements on all sides of all proposed improvements. You should have received a surveyed plat of your lot at closing.
- c. Application should include: Dock size, width, materials information, picture or brochure of proposed improvement, color charts and style.
- d. Initial area that the fine/penalty schedule (posted on the website), has been read and you understood the fine structure. No application will be reviewed without this signed area.
- e. All additional construction must be completed within **six months** or an extension must be requested in writing **prior to expiration** of permit. Only one extension is allowed. Permit must be posted during construction where it is viewable from the street.
- f. Any changes in style or materials must be in writing and approved by the ACC prior to construction.

Submit application package to the following address:

NORTHCREST RANCH P.O.A.
P.O. BOX 1205
NEW CANEY, TX 77357

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

I HAVE READ THE FOLLOWING INFORMATION:

OWNER

BUILDER

Please note the following:

1. It is the owner's responsibility to determine all easements and setbacks that exist upon his property. No pier improvements should be placed within these easements.
2. Property owner 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 working days regarding the status of your plans.
5. A Northcrest Ranch ACC Pier Permit must be posted (immediately upon receipt) in visible sight from the road during construction. Call and remove when completed.
6. The ACC approval expires after six months, with one extension possible (see 8 below). Once construction begins it must be completed within the permitted time or fines will incur. If not begun, you must go through approval process again. A \$25 review fee is required when resubmitting plans after the initial approval expires.
7. If after approval you decide not to build, the review fee is not refundable.
8. One extension, if requested in writing prior to expiration date, and at the sole discretion of the ACC Committee, may be granted.
9. Must call 281-689-5036 and request setback or building line measurements once forms are set and the area is staked out.
10. 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.
11. There will be a \$25 fine for non-sufficient funds checks.

**NORTHCREST RANCH PROPERTY OWNER'S ASSOCIATION
MISTY LAKE PIERS CONSTRUCTION APPLICATION**

PRINT:

Owner: _____ Date: _____

Phone: _____ Cell: _____ Work: _____

E-Mail Address (Optional): _____

Northcrest Address: _____

Section: III Block: 5 Lot: _____

Builder Name: _____ Phone: _____

Builder Address: _____ Cell: _____

Additions or Repairs Construction: \$25 Check# _____ Dated: _____

ADDITIONS OR REPAIRS:

Misty Lake Pier: Information must be complete.

Plat of lot showing location of all construction: _____

Type of Dock: _____ Sq. Footage: _____

Maximum Length of Walkway: _____ Width: _____

Dock Floats: _____

Submit Material Samples or Pamphlets showing style and colors:

Ladder: _____

Color Samples: _____

Bumper Material/ Pamphlet: _____

Type of Hardware: _____

**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: _____

Mail To: Northcrest Ranch Property Owner's Association
P.O. Box 1205
New Caney TX 77357

NORTHCREST RANCH ARCHITECTURAL CONTROL COMMITTEE
MISTY LAKE PIER CONSTRUCTION
FINE/PENALTY PROCEDURES

- A. Not submitting plans for the construction or repairs of piers on Misty Lake, Section III Block 5, will result in an initial fine of up to \$500 for first infraction. Repeat infractions, fines will increase at Board's discretion
 - i. ACC will notify STERLING to send certified letter notifying of fine. (STERLING to furnish ACC with a copy for property owners files).
 - ii. STERLING to notify ACC when receive fine payment.
 - iii. Board of Directors may levy additional fines for improvements not in compliance.
- B. Building or repainting prior to receiving permit shall be an initial fine of up to \$500 for first infraction. Repeat infractions, fines will increase.
 - i. ACC will notify STERLING to send certified letter notifying of fine.
 - ii. STERLING to notify ACC when payment received.
 - iii. Board of Directors may levy additional fines for improvement not in compliance.
- C. Not calling for Building Line Inspections will result in fines of up to \$500. If built within easements or building setback lines, additional fines will be levied and/or structure will have to be removed.
- D. There will be a \$25 charge for NSF checks.

PLEASE NOTE:

- 1. IF YOU DO NOT AGREE WITH SETBACK FOOTAGE DETERMINATIONS, A SURVEY WILL HAVE TO BE PROVIDED BY PROPERTY OWNER.**
- 2. IF ALL FINES ARE NOT PAID IN FULL AFTER 60 DAYS, A CHARGE OF \$5.00 PER DAY WILL BE ADDED UNTIL FINES ARE PAID AND/OR A LIEN WILL BE PLACED AGAINST YOUR PROPERTY UNTIL SUCH TIME AS ALL FINES ARE PAID.**
- 3. YOU HAVE THE RIGHT TO MEET WITH THE BOARD OF DIRECTORS TO DISCUSS ACC FINES. CALL KIMBERLY HILSE (832-678-4500) AT STERLING WITHIN 30 DAYS OF DATE ON FINE LETTER FOR A HEARING DATE OR FINES WILL STAND.**

Signature: _____ **Date:** _____