

NORTHCREST RANCH P. O. A.  
ACC Application Instruction Sheet Additions/Repair 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. They can be downloaded from [northcrestranchcommunity.com](http://northcrestranchcommunity.com)). Property owner must be current on fees and/or fines or any violations of the Deed Restrictions prior to review for approval process.**

**Add on construction** (such as barns, workshops, fences, pools, ponds, outbuildings, repainting, gutters etc.) to your property after your house is completed requires the following:

- a. Use the Additions/Repair Application Form
- 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. If applicable: roof information, foundation information, picture or brochure of proposed improvement, color charts and style.
- d. A signed copy of the fine/penalty schedule (posted on the website), which indicates you have read and understand the fine structure. No application will be reviewed without this signed form.
- e. Fence construction should have a letter stating that you are aware of the 16-foot easement to the front of your property and a picture of fencing to be constructed.
- f. Landscaping is not an issue unless large decorative/hardscaping objects are to be used. There can be no landscaping in the front 16-foot utility easement along any roadway.
- g. Ponds must be under ¼ acre or a survey by an authorized engineer must be submitted showing dimensions, depth, levee height, property drainage plan and outfall location. Intended use of dirt must be submitted.
- h. Storage buildings must be skirted and all materials and equipment must be stored inside of building and not around the outsides viewable from any street.
- i. 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.
- j. 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 POA, Inc.  
C/O IMC  
2002 Timberloch Place, Suite 420  
The Woodlands, TX 77380

OR

Electronic Submittals;

Kerrie Stone, IMC for Northcrest Ranch POA, Inc.

[kstone@imcmanagement.net](mailto:kstone@imcmanagement.net)

[281-419-1653](tel:281-419-1653)

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

**I HAVE READ THE FOLLOWING INFORMATION:**

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**OWNER**

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**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. Northcrest Ranch POA, Inc. will retain all application packages (including set of plans) for their records.
4. The ACC will notify you of approval or disapproval within 30 days of application/plan submission. Disapproval by the ACC can be appealed for review by the Board of Directors upon request.
5. 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.
6. One extension, if requested in writing prior to expiration date, and at the sole discretion of the ACC Committee, may be granted.
7. All houses are required to have at least a two-car garage (22' x 24' Minimum). Detached guesthouse must have a 1 car garage.
8. Additional driveways applied for, after initial application, must be completed within six months from approval date.
9. All driveways shall be constructed of concrete, asphalt, gravel, iron ore or crushed rock.
10. Any outbuilding colors should match or blend well with existing house and 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.
11. Cement trucks may not leave their waste in ditches or roads. Fines will incur!
12. All ponds must be approved by the ACC. Include plot layout with location of pond, dimensions, outfall, depth of pond, levee height, property drainage plan and intended use of dirt.
13. 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.

**If you have any questions, please send an email to: [kstone@imcmanagement.net](mailto:kstone@imcmanagement.net)**

**NORTHCREST RANCH POA, Inc.**  
**ACC Application Instruction Sheet Additions/Repair Construction**

**PRINT:**

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

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

E-Mail Address \_\_\_\_\_

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

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

**ADDITIONS OR REPAIRS:**

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

Fence: Wrought Iron: \_\_\_\_ Chain Link: \_\_\_\_ Wooden: \_\_\_\_ Vinyl Rail \_\_\_\_\_  
Wild Hog: \_\_\_\_\_

Misc: Pools: \_\_\_\_ Ponds: \_\_\_\_ Play House: \_\_\_\_ Tree House: \_\_\_\_ Gutters: \_\_\_\_

Other: \_\_\_\_\_

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

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

Submit Exterior Material Samples or Pamphlets showing style and colors:

Bricks, siding, etc.: \_\_\_\_\_

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

Fence Material Pamphlet: \_\_\_\_\_

Roofing Material and Color samples: \_\_\_\_\_

**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  
ADD ON CONSTRUCTION  
FINE/PENALTY PROCEDURES

- A. Not submitting plans for add-on construction, i.e. barns, workshops, fences, pools, ponds, repainting, gutters, etc., there shall be a fine of up to \$500. Must be paid within 60 days, or a \$5 per day fine will be imposed.
- B. Adding gutters or repainting prior to receiving permit shall be a fine of up to \$500. Must be paid within 60 days, or a \$5 per day fine will be imposed.
- C. There will be a \$500/day charge for house trailers, campers, 5<sup>th</sup> wheels or motor homes parked on any lot prior to permanent residence.

**PLEASE NOTE:**

**1. IF YOU DO NOT AGREE WITH SETBACK FOOTAGE DETERMINATIONS, A SURVEY WILL HAVE TO BE PROVIDED BY PROPERTY OWNER.**

**2. YOU HAVE THE RIGHT TO MEET WITH THE BOARD OF DIRECTORS TO DISCUSS ACC FINES.**

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

Contact Information:

Kerrie Stone  
Northcrest Ranch POA, Inc.  
C/O IMC  
2002 Timberloch Pl, Suite #420, The Woodlands, TX 77380  
 [281-419-1653](tel:281-419-1653)  
 [kstone@imcmanagement.net](mailto:kstone@imcmanagement.net)