

1 2018

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 \$950 made payable to Northcrest Ranch P.O.A., of which \$700 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. Sample or picture 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.
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 address:

NORTHCREST RANCH P.O.A.

P.O. BOX 1205

NEW CANEY, TX 77357

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

I have read the following information:

OWNER

BUILDER

DATE 2 2018

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. Including the 16' Utility Easement at the front of your property.
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 20-30 working days regarding the status of your plans.
5. A Northcrest Ranch ACC (Green) Building Permit must be posted in visible sight from the road during construction (this is in addition to the required county permit).
6. The ACC approval expires after one (1) year. That means that construction must begin and be completed within one year from approval date 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 approval expires, unless new construction fees increase during that year. In that case the difference between the initial deposit and the increased construction fee will be due with resubmission.
7. If after approval you decide not to build and request a refund of the deposit, you will only be eligible to receive the amount that you would have received had you built.
8. Once construction begins, exterior must be complete within one (1) year or fines will incur.
9. All houses are required to have at least a two-car garage. Guesthouse must have a 1 car garage. A two car garage is considered at least a 22' x 24' garage.
10. 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.
11. All driveways must be constructed of concrete, asphalt, gravel, iron ore or crushed rock.
12. 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.
13. Culvert sizes for Section 1 and 2 only are posted on Northcrestranchcommunity.com website. For Section 3, please call the ACC phone, 281-689-5036, for assistance or contact the County Commissioner's Office at 281-689-3161 for additional information.
14. Must call 281-689-5036 and request setback measurement once forms are set, but before plumbing is installed. Also must call for measurement of any fence placement prior to erecting any fence along any street boarding your property.
15. Cement trucks should not leave their waste in ditches or roads (this will affect your eligibility for refund).
16. **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.
17. 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.
18. No house trailer, camper, 5th wheel or motor home may be located on any lot while home is under construction. **Fines will incur.**
19. There will be a \$25 fine for non-sufficient funds checks.
20. All Landscaping must be behind the 16' Utility Easement at the front of your property.

If you have any questions, please call the ACC at phone # 281-689-5036 and leave a message. Your call will be returned. 3 2018

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

PRINT:

Owner: _____ Date: _____
Current Address: _____
Address City State _____
Phone: _____ Cell: _____ Work: _____
E-Mail Address (Optional): _____
Northcrest Address: _____
Section: _____ Block: _____ Lot: _____
Builder Name: _____ Phone: _____
Builder Address: _____
Address City State Zip _____
New Home Construction: \$950 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 location of all construction: _____
Type of Foundation: _____ Sq. Footage: _____
Submit Exterior Material Samples or Pamphlets showing style and colors:
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 Procedure Form: (Application 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 4 2018

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

A. Not submitting Plans before construction shall be a fine of up to \$700. You must submit plans for approval prior to any construction. Construction begins by setting forms and calling for measurements prior to setting in your plumbing. (You must call for measurement **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 measurement 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 measurement 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.

E. Property owners who follow procedure and call for measurement and get approval, but for some reason unknown after pouring of slab they are in violation of setback footage.

i. If violation is 5 feet or less, there shall be a fine of up to \$50.

ii. If violation is greater than 5 feet, there shall be a fine of up to \$50 for the first 5 feet and then up to \$25 for each foot greater than 5 feet.

iii. 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, 5th 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 _____ 5 2018

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. Any unclaimed refunds will be absorbed into the General Funds **after six months**.

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

Northcrest Ranch P.O.A.
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: _____

Original Check number: _____ Dated: _____ Check Amount \$ _____

(Signature)

-----"
Mail this completed form to: Northcrest Ranch POA
Architectural Control Committee
P.O. Box 1205
New Caney, TX 77357

Inspection Date: _____ ACC Representative: _____