

**PALM CREST POA ACC HOME IMPROVEMENT/MODIFICATION SUBMISSION
CHECKLIST FOR BUILDER/CONTRACTOR/OWNERS**

PLEASE REFER TO THIS CHECKLIST WHEN SUBMITTING A HOME IMPROVEMENT ACC APPLICATION AND INCLUDE ALL THE REQUIRED DOCUMENTS MENTIONED BELOW WHEN SUBMITTING THROUGH **TOWNSQ** (YOU MUST REGISTER ON **TOWNSQ**, CONTACT ASSOCIA AT 832-864-1252 OR OA PRESIDENT AT PALMCREST@PALMCRESTPOA.COM FOR YOUR ACCOUNT NUMBER).PALM CREST POA ACC WILL NOT REVIEW YOUR APPLICATION UNTIL ALL REQUIRED ATTACHMENTS AND DOCUMENTS ARE SUBMITTED..

_____ 1. PALM CREST POA HOME IMPROVEMENT/MODIFICATIONS ARCHITECTURAL REVIEW APPLICATION MUST BE COMPLETED IN ITS ENTIRETY. ALL PAGES SIGNED BY OWNER, BUILDER, DATED AND WITH START AND END DATES.

_____ 2. OWNER AND BUILDER MUST READ AND SIGN THE PALM CREST PROPERTY OWNER'S ASSOCIATION ARCHITECTURAL MINIMUM CONSTRUCTION STANDARDS - ACKNOWLEDGEMENT FORM AND INCLUDE WITH THE HOME IMPROVEMENT/MODIFICATION ACC APPLICATION.THE MINIMUM CONSTRUCTION STANDARDS DOUMENT PROVIDES ALL THE DETAILED BUILDING REQUIREMENTS.

_____ 3. IF OWNER IS GIVING THE BUILDER AUTHORIZATION TO CORRESPOND DIRECTLY WITH PALM CREST POA ACC DURING THE BUILDING PROCESS, THEN WE REQUIRE A LETTER OF AUTHORIZATION FROM THE OWNER. HOWEVER, ALL CORRESPONDENCE BETWEEN PALM CREST POA ACC AND BUILDER MUST INCLUDE THE OWNER ON ALL EMAILS AND LETTERS.

_____ 4. ALL WINDSTORM/FEMA REQUIREMENTS MUST BE MET FOR ALL NEW OR MODIFIED STRUCTURES. STORAGE SHEDS, PATIO COVERS, ARBORS, GAZEBOS, PERGOLAS, GARAGES, BARNs, WORKSHOPS, GREEN HOUSES AND ROOM ADDITIONS, ETC. ARE REQUIRED TO MEET THE TEXAS WINDSTORM BUILDING CODE STANDARDS AND MUST OBTAIN A CERTIFIED WINDSTORM CERTIFICATE FROM A WINDSTORM /INSPECTOR/ENGINEER. YOU WILL NEED TO CONTACT YOUR T.W.I.A (TEXAS WINDSTORM INSURANCE ASSOCIATION) AGENT TO REPORT THIS NEW OR MODIFIED STRUCTURE FOR T.W.I.A. COVERAGE AND INSPECTION. REVIEW AT <http://www.tdi.texas.gov/wind/index.html>.

_____ 5. CONFIRM DIRECTLY BY CONTACTING BRAZORIA COUNTY PERMIT DEPT. IF A COUNTY BUILDING PERMIT IS REQUIRED. IF A BRAZORIA COUNTY BUILDING PERMIT IS REQUIRED, PLEASE SUBMIT WITH YOUR APPLICATION.

_____ 6. BRAZORIA COUNTY REQUIRES A DRIVEWAY/CULVERT PERMIT IF THE RESIDENT IS MODIFYING AN EXISTING DRIVEWAY AND CULVERT ON THE COUNTY'S SIDE OF THE EASEMENT, OR INSTALLING A NEW DRIVEWAY AND CULVERT. THE PERMIT APPLICATION IS LOCATED ON THE BRAZORIA COUNTY ENGINEERING WEBSITE AT ENGINEER-PERMITS@BRAZORIANCOUNTYTX.GOV. OR CONTACT THEM DIRCTLY AT 979-864-1265 OR VISIT THE BRAZORIA COUNTY ENGINEERING OFFICE. CONTACT BRAZORIA COUNTY ENGINEERING DEPT FOR THE REQUIRED DRIVEWAY FORM AND REBAR INSPECTION PRIOR TO THE DRIVEWAY CONCRETE POUR.

_____ 7. A PROPERTY SURVEY MUST BE INCLUDED WITH A NUMBER OF IMPROVEMENTS WHICH ARE LISTED ON PAGE 2 OF THE HOME IMPROVEMENT/MODIFICATION ACC APPLICATION.

_____ 8. PLANS MUST BE STRUCTURAL ENGINEERED CERTIFIED DRAWING TO ARCHITECTURAL SCALE AND SHOW THE IMPROVEMENT, WHEN ADDING A NUMBER OF STRUCTURES (PATIO COVER, ARBOR, GAZEBO, PERGOLA, BARN, GARAGE, ROOM ADDITION, STORAGE SHED, GREEN HOUSE ETC.). NO BARE PATIO COLUMNS. ALL FOUR ELEVATIONS, FOUNDATION PLAN, SITE PLAN, FLOOR PLAN, FRAMING PLANS, ELECTRIAL PLANS, ROOF PLANS WITH ROOF SLOPES – SEE

PAGES 1, 2 AND 4 ON THE HOME IMPROVEMENT/MODIFICATION ACC APPLICATION FOR FULL DETAILS.

____ 9. REVIEW THE GUIDELINES FOR MAILBOXES ON THE BRAZORIA COUNTY WEBSITE AND IT IS ALSO POSTED ON THE PALM CREST WEBSITE UNDER THE ARCHITECTURAL CONTROL ACC SECTION – BRAZORIA COUNTY MAILBOX INSTALLATION NOTICE (pdf). WHICH STATES NO STONE/BRICK MAILBOXES. (pdf). PROVIDE A DESCRIPTION WITH DRAWINGS, PICTURES AND DIMENSIONS.

____ 10. IF REFRESHING A FEW SHRUBS AFTER THE WINTER SEASON, NO APPROVAL IS REQUIRED, BUT IF REMOVING ALL ORIGINAL APPROVED LANDSCAPING AND REPLACING IT, THEN APPROVAL IS REQUIRED. IF REPLACING ONE OR BOTH ORIGINAL FRONT YARD TREES, THEN APPROVAL IS REQUIRED. PROVIDE LANDSCAPE PLAN AND/OR TREE DETAILS WITH DIMENSIONS, SIZE AND TYPE AND SHOW PLACEMENT ON LOT SURVEY. (TREES A MINIMUM 6 FT TALL/ 45 GALLON CONTAINER AND SHRUBS A MINIMUM IN 3 GALLON CONTAINERS).

____ 11. IF ADDING A POOL, SPA, DECK EXTENSION WE NEED DRAWINGS OF POOL, SPA AND EQUIPMENT ON LOT SURVEY/SITE PLAN, BROCHURE, OR PICTURES. MUST SHOW ACCESS TO REAR OF PROPERTY.

____ 12. IF ADDING AN OUTDOOR KITCHEN, WE NEED DRAWINGS OF THE PROPOSED OUTDOOR KITCHEN, AND NEED BROCHURES, SAMPLES AND PICTURES OF THE APPLICANCES, COUNTER TOPS, CABINETS ETC.

____ 13. EXTERIOR HOUSE CHANGES, - PAINT, ROOF, SOLAR SCREENS, DOORS, HURRICARE SHUTTERS, WINDOWS, FENCE PAINTING/STAINING NEED MATERIAL PICTURES OF SAMPLES AND PICTURE OF COLOR WITH NAME, BRAND AND COLOR NUMBER. REVIEW THE MINIMUM CONSTRUCTION STANDARD DOCUMENT FOR ALLOWED COLORS.

____ 14. IF ADDING A BURIED PROPANE TANKS LOCATE ON THE SITE PLAN/SURVEY AND PROVIDE A BROCHURE WITH PROPANE TANK SPECIFICATIONS. PROPANE TANKS MUST BE BURIED.

____ 15. IF ADDING A GENERATOR LOCATE ON THE SITE PLAN/SURVEY AND PROVIDE A BROCHURE WITH THE GENERATOR SPECIFICATIONS AND SIZE.

____ 16. IF ADDING FENCING, WE NEED A BROCHURE/PICTURES, COLOR/STAIN HEIGHTS, GATE(S) LOCATION, MATERIAL TYPE – SEE MINIMUM CONSTRUCTION STANDARDS FOR FENCING DETAILS.

____ 17. IF ADDING A PLAY STUCTURE, SOLAR PANELS, FLAGPOLE, DECKING, BURGLAR BARS, LIGHTING, FOUNTAINS, NEED A BROCHURE, DIMENSIONS AND LOCATATION ON SURVEY.

____ 18. ANY REVISION AFTER INITIAL APPROVAL MUST BE RE-SUBMITTED FOR PRIOR APPROVAL AND REVISION NUMBER MUST BE INCLUDED ON THE HOME IMPROVEMENT/MODIFICATION ACC APPLICATION. i.e. REV 1, REV 2, ETC. PROVIDE A LIST OF WHAT IS CHANGING FROM THE INITIAL APPROVAL TO WHAT IS CHANGING ON THE REVISION.

19. ALL ENFORCEMENT ACTIONS RELATING TO VIOLATIONS OF THESE MINIMUM CONSTRUCTIONS STANDARDS SHALL BE GOVERNED BY THE ASSOCIATION'S GOVERNING DOCUMENTS, THE ASSOCIATIONS'S ADOPTED POLICIES (INCLUDING ITS *FINE AND ENFORCEMENT POLICY*), AND APPLICABLE PROVISIONS OF THE TEXAS PROPERTY CODE AND AND OTHER LAW. VIOLATIONS MAY RESULT IN ENFORCEMENT MEASURES, INCLUDING WITHOUT LIMITATIONS, NOTICES OF VIOLATION, FINES, SUSPENSION OF USE RIGHTS, AND/OR LEGAL ACTION.

Updated May 1, 2026

PAPPOA ACC COMMITTEE