

**PALM CREST POA ACC NEW HOME SUBMISSION CHECKLIST FOR
BUILDER/CONTRACTOR/OWNER**

PLEASE REFER TO THIS CHECKLIST WHEN SUBMITTING A NEW HOME 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 POA 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 NEW HOME ARCHITECTURAL REVIEW APPLICATION AMENDED MAY 1, 2026 MUST BE COMPLETED IN ITS ENTIRETY. ALL PAGES MUST BE SIGNED BY OWNER, BUILDER, DATED AND THE WITH START AND END DATES.

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

_____ 3. THE OWNER MUST MAIL A CHECK PAYABLE TO PALM CREST POA IN THE AMOUNT OF \$1,500.00 (\$1,300 IS REFUNDABLE LESS ANY FINES) WHEN SUBMITTING THE NEW HOME APPLICATION THROUGH TOWNSQ. OR THE PAYMENTS CAN ALSO BE SUBMITTED THROUGH TOWNSQ. CONTACT ASSOCIA IF YOU HAVE QUESTIONS MAKING A PAYMENT ON-LINE.

_____ 4. IF THE OWNER IS GIVING THE BUILDER AUTHORIZATION TO CORRESPOND DIRECTLY WITH PALM CREST ACC DURING THE BUILDING PROCESS, THEN WE REQUIRE A LETTER OF AUTHORIZATION FROM THE OWNER. HOWEVER, ALL CORRESPONDENCE BETWEEN PALM CREST ACC AND BUILDER MUST INCLUDE THE OWNER ON ALL EMAILS AND LETTERS.

_____ 5. ALL BRAZORIA COUNTY BUILDING PERMITS MUST BE INCLUDED WITH THE NEW HOME APPLICATION.

_____ 6. BRAZORIA COUNTY REQUIRES A DRIVEWAY AND CULVERT PERMIT FOR ALL RESIDENTS 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. SUMBIT THE DRIVEWAY/CULVERT PERMIT WITH YOUR NEW HOME ACC APPLICATION.

_____ 7. CONTACT BRAZORIA COUNTY ENGINEERING DEPT PER THE BRAZORIA COUNTY RESIDENTIAL BUILDING PERMIT FOR THE REQUIRED DRIVEWAY FORM AND REBAR INSPECTION PRIOR TO THE DRIVEWAY CONCRETE POUR.

_____ 8. ALL WINDSTORM/FEMA REQUIREMENTS MUST BE MET. ALL NEW STRUCTURES 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 STRUCTURE FOR T.W.I.A. COVERAGE AND INSPECTION. REVIEW AT - <http://www.tdi.texas.gov/wind/index.html>.

_____ 9. A PROPERTY SURVEY MUST BE INCLUDED WITH THE NEW HOME APPLICATION.

____ 10. HOUSE PLANS MUST BE STRUCTURAL ENGINEERED CERTIFIED DRAWING TO ARCHITECTURAL SCALE AND SHOW THE HOME, DRIVEWAY, ALL STRUCTURES AND SUBMIT ELECTRONICALLY ALL FOUR ELEVATIONS, FOUNDATION PLAN, FLOOR PLAN, FRAMING PLANS, ELECTRICAL PLANS, ROOF PLANS WITH ROOF SLOPES – SEE PAGES 2 AND 6 ON THE NEW HOME ACC APPLICATION FOR FULL DETAILS. ALL FOUR ELEVATION DRAWINGS MUST INCLUDE THE SURFACE MATERIAL, I.E. STONE, BRICK, STUCCO OR IF A COMBINATION OF MATERIALS. THE SITE PLAN MUST INCLUDE BUILD LINES AND EASEMENTS.

____ 11. GRINDER PUMP DESCRIPTION AND BROCHURE OF PROPOSED GRINDER PUMP. GRINDER PUMP LOCATION MUST BE SHOWN ON THE SITE PLAN. AT A MINIMUM 2 HP WITH 220V ELECTRICAL SERVICE GRINDER PUMPS ARE ALLOWED AND FUTURE GRINDER PUMP REPLACEMENTS MUST BE A MINIMUM 2 HP.

____ 12. MAILBOXES - REFER TO YOUR BRAZORIA COUNTY PERMITS WHICH REFERENCES THEIR GUIDELINE FOR MAILBOXES, WHICH STATE NO STONE/BRICK MAILBOXES. ALSO, IT IS POSTED ON THE PALM CREST WEBSITE UNDER THE ARCHITECTURAL CONTROL ACC SECTION – BRAZORIA COUNTY MAILBOX INSTALLATION NOTICE (pdf). PROVIDE A DESCRIPTION WITH DRAWINGS, PICTURES AND DIMENSIONS.

____ 13. A DRAWN LANDSCAPE PLAN MUST BE SUBMITTED TO INCLUDE THE LOCATION OF SOD, TWO (2) FRONT TREES, SHRUBS AND PLANT DESCRIPTION (MUST COVER THE FRONT FOUNDATION WITH SHRUBS AND PLANTS). INCLUDE PICTURES OF SHRUBS AND PLANTS. SOD MUST BE IN FRONT YARD, SIDE YARDS AND BACKYARD FOR LAKE LOTS TO EACH PROPERTY LINE (STAKES). NON-LAKE LOTS CAN FENCE THE BACKYARD WITH A SOLID CEDAR PRIVACY AND NOT SOD BACKYARD, BUT FRONT AND SIDE YARDS MUST BE SODDED TO EACH PROPERTY LINE (STAKES). VACANT LOTS DO NOT HAVE GRASS (SOD), THEY ARE WEEDS.

____ 14. INCLUDE ALL EXTERIOR HOUSE MATERIAL (PICTURES AND/OR BROCHURES): WITH COLOR OF SHINGLES, PAINT AND TRIM COLORS MUST INCLUDE BRAND, PAINT COLOR NAME AND PAINT NUMBER, FRONT DOOR, GARAGE DOORS, BRICK, STONE, AND STUCCO. NO STUCCO BOARD OR STONE BOARD IS ALLOWED.

____ 15. SUBMIT EXTERIOR LIGHTING PACKAGE AND INCLUDE PICTURES/BROCHURES.

____ 16. PROPANE TANKS MUST BE BURIED AND LOCATED ON THE SITE PLAN/SURVEY AND INCLUDE BROCHURE AND SPECIFICATIONS.

____ 17. AQUA TX TAP PAPERWORK MUST BE SUBMITTED WITH NEW HOME APPLICATION.

____ 18. IF THE NEW HOME APPLICATION INCLUDES A FENCE, THEN THE LOCATION OF FENCE MUST BE INCLUDED (DRAWN) ON THE SURVEY/SITE PLAN WITH GATES AND SIZE OF GATES. BROCHURE, PICTURES OF TYPE OF FENCE (WROUGHT IRON OR CEDAR), WITH HEIGHT, COLOR OR STAIN DETAILS. CEDAR FENCES MUST HAVE BOTTOM ROT BOARDS. REVIEW THE FENCE SECTION IN THE MINIMUM CONSTRUCTION STANDARDS FOR ALL THE DETAILS REGARDING FENCE REQUIREMENTS.

____ 19. ANY REVISION AFTER INITIAL APPROVAL MUST BE RE-SUBMITTED FOR A PRIOR APPROVAL AND REVISION NUMBER MUST BE INCLUDED ON THE NEW HOME APPLICATION. i.e. REV 1, REV 2, ETC. PROVIDE A LIST OF WHAT EXACTLY YOU ARE CHANGING FROM THE INITIAL APPROVAL TO WHAT YOU ARE CHANGING TO ON REVISION.

____ 20. THE BUILDER MUST PROVIDE A COPY OF THEIR CERTIFICATE OF LIABILITY INSURANCE WITH THE NEW HOME ACC APPLICATION.

_____ 21. ALL ENFORCEMENT ACTIONS RELATING TO VIOLATIONS OF THE MINIMUM CONSTRUCTIONS STANDARDS SHALL BE GOVERNED BY THE ASSOCIATION'S GOVERNING DOCUMENTS, THE ASSOCIATION'S ADOPTED POLICIES (INCLUDING ITS *FINE AND ENFORCEMENT POLICY*), AND APPLICABLE PROVISIONS OF THE TEXAS PROPERTY CODE 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

PALM CREST POA ACC COMMITTEE