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

PLEASE REFER TO THIS CHECKLIST WHEN SUBITTING 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 832-864-1267 OR THE 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. THIS CHECKLIST MUST BE REVIEWED AND SIGNED BY OWNER AND BUILDER. RETURN THIS CHECKLIST WITH ALL THE OTHER REQUIRED ACC DOCUMENTS.

_____1. PALM CREST POA HOME IMPROVEMENT/MODIFICATIONS ARCHITECTURAL REVIEW APPLICATION AMENDED OCTOBER 9, 2026 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 AND THIS HOME IMPROVEMENT/MODIFICATION CHECKLIST. THE MINIMUM CONSTRUCTION STANDARDS DOUMENT PROVIDES ALL THE DETAILED BUILDING REQUIREMENTS, PLEASE REVIEW.

_____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, GUEST HOUSE, POOL HOUSE, 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. www.brazoriacountytx.gov/departments/floodplain/building-permits.

_____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@BRAZORIACOUNTYTX.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.

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_____8. PLANS MUST BE STRUCTURAL ENGINEERED, CERTIFIED DRAWING TO ARCHITECTURAL SCALE AND SHOW IMPROVEMENT, WHEN ADDING A NUMBER OF STRUCTURES (PATIO COVERS, ARBORS, GAZEBOS, PERGOLAS, BARNS, GARAGES, ROOM ADDITIONS, POOL HOUSE, GUEST HOUSE, STORAGE SHEDS, GREEN HOUSES, ETC.). NO BARE PATIO COLUMNS ARE ALLOWED. ALL FOUR ELEVATIONS, FOUNDATION PLAN, SURVEY/SITE PLAN, FLOOR PLAN, FRAMING PLANS, ELECTRIAL PLANS, WINDOWS, ROOF PLANS WITH ROOF SLOPES – SEE PAGES 1, 2 AND 4 ON THE HOME IMPROVEMENT/MODIFICATION ACC APPLICATION FOR FULL DETAILS AND THE MINIMUM CONSTRUCTION STANDARDS DOCUMENT**.** INCLUDE PICTURES, DOCUMENTS AND ATTACHMENTS WITH NEW EXTERIOR LIGHTING, DOORS, PAINT SAMPLES WITH BRAND AND COLOR NUMBER.

_____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 ORGINAL 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 TO SHIELD THE FOUNDATION).

_____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 AND LOCATION ON THE SURVEY/SITE PLAN.

_____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 AN EXTERIOR WHOLE HOUSE WATER SYSTEM LOCATE ON THE SITE PLAN/SURVEY AND PROVIDE A BROCHURE WITH THE WHOLE HOUSE WATER SYSTEM, WITH SPECIFICATIONS, SIZE AND CONCRETE SLAB DIMENSIONS.

_____17. IF ADDING FENCING, WE NEED A BROCHURE/PICTURES, COLOR/STAIN HEIGHTS, GATE(S) LOCATION DRAWN ON THE SURVEY/SITE PLAN, AND MATERIAL TYPE. BROCHURE/ PICTURES OF TYPE OF FENCE (WROUGHT IRON OR CEDAR). CEDAR FENCES MUST HAVE BOTTOM ROT BOARDS. POSTS AND RUNNER MUST BE FACING INSIDE AND PICKETS FACING OUTSIDE.

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REVIEW THE FENCE SECTION IN THE MINIMUM CONSTRUCTION STANDARDS FOR ALL THE DETAILS REGARDING FENCE REQUIREMENTS AND FENCE DETAILS.

_____18. IF ADDING A PLAY STUCTURE, SOLAR PANELS, SKY LIGHTS, FLAGPOLE, DECKING, BURGLAR BARS, LIGHTING, FOUNTAINS, SUBMIT A BROCHURE, DIMENSIONS AND LOCATION ON SURVEY/SITE PLAN.

_____ 19. THE BUILDER MUST PROVIDE A COPY OF THEIR BUILDER'S RISK AND GENERAL LIABILITY POLICY CERTIFICATE WITH AT LEAST A $1,000,000 IN GENERAL LIABILITY COVERAGE AND SUBMIT WITH THE HOME IMPROVEMENT ACC APPLICATION WHEN ADDING STRUCTURES AS MENTIONED IN ITEM 8 ABOVE.

_____20. 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.

_____21. NO PERMANENT CONSTRUCTION I.E. CONCRETE SLAB, POOL EQUIPMENT, PATIO SLAB, A/C SLAB, BURIED PROPANE TANK, AND GENERATOR OR ANY BUILDING CAN BE IN THE 5 FT. BUILD LINES OR IN THE REAR SETBACK LINES. NO ENCROACHMENTS ARE ALLOWED AND WILL HAVE TO BE REMOVED IMMEDIATELY. BUILD LINES AND SET BACK LINES ARE DETERMINED AND FILED BY BRAZORIA COUNTY.

_____22. APPLICATION FORMS SHOULD BE ATTACHED AS A SINGLE PDF FILE. PHONE PICTURES OR SCREENSHOTS ARE NOT ACCEPTED FOR SUBMITTING FORMS OR SURVEY INFORMATION. PICTURES MAY ONLY BE USED FOR NON-APPLICATION ATTACHMENTS (EX. EXISTINGHOTOS OF THE PROPERTY, BUILDING, VENDOR EXAMPLES, ETC.).

_____ 23. 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 *AMENDED 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.

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Property Owner Signature(s) Date

_____ _____

Builder/Contractor Signature(s) Date

Amended October 9, 2026

PAPOA ACC COMMITTEE