

**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 TO **ATHENA MANAGEMENT SERVICES**. **ATHENA MANAGEMENT SERVICES** WILL NOT SEND TO THE PALM CREST POA ACC FOR REVIEW UNTIL ALL REQUIRED ATTACHMENTS/DOCUMENTS AND NON-REFUNDABLE REVIEW FEES ARE SUBMITTED TO **ATHENA MANAGEMENT SERVICES**.

_____ 1. PALM CREST POA HOME IMPROVEMENT/MODIFICATIONS ARCHITECTURAL REVIEW APPLICATION – AMENDED DECEMBER 1, 2022 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 OWNER AND BUILDER MUST INITIAL EACH FINE CATEGORY REGARDLESS IF THE FINE DOES NOT APPLY TO YOUR PROJECT.

_____ 3. OWNER MUST MAIL A CHECK PAYABLE TO PALM CREST POA IN THE AMOUNT OF \$125.00 OR \$25.00 (REFER TO PAGE 2 OF THE HOME IMPROVEMENT/MODIFICATION ACC APPLICATION FOR THE APPLICABLE NON-REFUNDABLE REVIEW FEE).

_____ 4. IF OWNER IS GIVING THE BUILDER AUTHORIZATION TO SUBMIT THE HOME IMPROVEMENT/MODIFICATION APPLICATION AND TO CORRESPOND DIRECTLY WITH **ATHENA MANAGEMENT SERVICES** DURING THE BUILDING PROCESS, THEN WE REQUIRE A LETTER OF AUTHORIZATION FROM THE OWNER. HOWEVER, ALL CORRESPONDENCE BETWEEN **ATHENA MANAGEMENT SERVICES** AND BUILDER MUST INCLUDE THE OWNER ON ALL EMAILS AND LETTERS. ALL WINDSTORM/FEMA REQUIREMENTS MUST BE MET FOR NEW STRUCTURES.

_____ 5. CONFIRM DIRECTLY BY CONTACTING BRAZORIA COUNTY PERMIT DEPT. IF A COUNTY PERMIT IS REQUIRED.

_____ 6. A PROPERTY SURVEY MUST BE INCLUDED WITH A NUMBER OF IMPROVEMENTS WHICH ARE LISTED ON PAGE 2 OF HOME IMPROVEMENT/MODIFICATION ACC APPLICATION.

_____ 7. PLANS MUST BE DRAWN TO ARCHITECTURAL SCALE AND SHOW THE IMPROVEMENT, WHEN ADDING A NUMBER OF STRUCTURES (PATIO COVER, ARBOR, GAZEBO, PERGOLA, BARN, GARAGE, ROOM ADDITION, STORAGE SHED). NO BARE PATIO COLUMNS. ALL FOUR ELEVATIONS, FOUNDATION PLAN, SITE PLAN, FLOOR PLAN, FRAMING PLANS, ELECTRICAL PLANS, ROOF PLANS WITH ROOF SLOPES – SEE PAGES 1, 2 AND 4 ON THE HOME IMPROVEMENT/MODIFICATION ACC APPLICATION FOR FULL DETAILS.

_____ 8. REVIEW THE GUIDELINES FOR MAILBOXES ON THE BRAZORIA COUNTY WEBSITE. FOR A STONE/BRICK MAILBOX PROVIDE A DESCRIPTION WITH DRAWINGS AND DIMENSIONS. OWNER IS AT THEIR OWN RISK IF THE COUNTY ASKS THEM TO REMOVE A STONE/BRICK MAILBOX.

_____ 9. IF CHANGING LANDSCAPE OR TREES ALL DETAILS NEEDED WITH DIMENSIONS, SIZE AND TYPE AND SHOW PLACEMENT ON LOT SURVEY. (TREES A MINIMUM 6 FT TALL/ 45 GALLON CONTAINER AND SHRUBS IN 3 GALLON CONTAINERS).

_____ 10. 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.

____ 11. EXTERIOR HOUSE CHANGES, - PAINT, ROOF, SOLAR SCREENS, DOORS, WINDOWS, FENCE PAINTING/STAINING NEED MATERIAL PICTURES OF SAMPLES AND PICTURE OF COLOR WITH NAME, BRAND AND COLOR NUMBER.

____ 12. IF ADDING A BURIED PROPANE TANKS LOCATE ON THE SITE PLAN/SURVEY AND BROCHURE.

____ 13. IF ADDING FENCING, WE NEED A BROCHURE/PICTURES, COLOR/STAIN HEIGHTS, GATE(S) LOCATION, MATERIAL TYPE – SEE MINIMUM CONSTRUCTION STANDARDS FOR FENCING DETAILS.

____ 14. IF ADDING A PLAY STUCTURE, SOLAR PANELS, FLAGPOLE, DECKING, BURGLAR BARS, LIGHTING, FOUNTAINS, NEED BROCHURE, DIMENSIONS AND LOCATED ON SURVEY.

____ 15. ANY REVISION AFTER INITIAL APPROVAL MUST BE 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 EXACTLY IS CHANGING FROM INITIAL APPROVAL TO WHAT IS CHANGING ON REVISION.