

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

\_\_\_\_\_ 1. PALM CREST POA NEW HOME 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 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 OWNER AND BUILDER MUST INITIAL EACH FINE CATEGORY.

\_\_\_\_\_ 3. THE OWNER MUST INCLUDE A CHECK PAYABLE TO PALM CREST POA IN THE AMOUNT OF \$1,500.00 (\$1,250 IS REFUNDABLE LESS IN FINES) WITH SUBMITTING THE NEW HOME APPLICATION.

\_\_\_\_\_ 4. IF THE OWNER IS GIVING THE BUILDER AUTHORIZATION TO SUBMIT THE NEW HOME 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.

\_\_\_\_\_ 5. BRAZORIA COUNTY PERMITS MUST BE INCLUDED WITH THE NEW HOME APPLICATION.

\_\_\_\_\_ 6. A PROPERTY SURVEY MUST BE INCLUDED WITH THE NEW HOME APPLICATION.

\_\_\_\_\_ 7. HOUSE PLANS MUST BE DRAWN 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.

\_\_\_\_\_ 8. GRINDER PUMP DESCRIPTION AND BROCHURE OF PROPOSED GRINDER PUMP. GRINDER PUMP LOCATION MUST BE SHOWN ON THE SITE PLAN. MINIMUM 2 HP GRINDER PUMPS ARE ALLOWED.

\_\_\_\_\_ 9. MAILBOXES - REFER TO YOUR COUNTY PERMITS WHICH REFERENCES THEIR GUIDELINE FOR MAILBOXES. IF A STONE/BRICK MAILBOX IS STILL WANTED, PROVIDE A DESCRIPTION WITH DRAWINGS AND DIMENSIONS. OWNER IS AT THEIR OWN RISK IF THE COUNTY ASKS FOR THE REMOVAL OF A STONE/BRICK MAILBOX.

\_\_\_\_\_ 10. THE LANDSCAPE PLAN MUST 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), IT IS WEEDS.

\_\_\_\_ 11. 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.

\_\_\_\_ 12. SUBMIT EXTERIOR LIGHTING PACKAGE AND INCLUDE PICTURES/BROCHURES.

\_\_\_\_ 13. PROPANE TANKS MUST BE BURIED AND LOCATED ON THE SITE PLAN/SURVEY AND INCLUDE BROCHURE.

\_\_\_\_ 14. ALL WINDSTORM/FEMA REQUIREMENTS MUST BE MET.

\_\_\_\_ 15. AQUA TX TAP PAPERWORK MUST BE SUBMITTED WITH APPLICATION.

\_\_\_\_ 16. 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.

\_\_\_\_ 17. ANY REVISION AFTER INITIAL APPROVAL MUST BE RE-SUBMITTED FOR 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.

\_\_\_\_ 18. CONTACT BRAZORIA COUNTY PER THE BRAZORIA COUNTY RESIDENTIAL BUILDING PERMIT FOR THE REQUIRED DRIVEWAY FORM AND REBAR INSPECTION PRIOR TO THE DRIVEWAY CONCRETE POUR.

\_\_\_\_ 19. THE BUILDER MUST PROVIDE A COPY OF THEIR CERTIFICATE OF LIABILITY INSURANCE.