PALM CREST PROPERTY OWNERS' ASSOCIATION
NEW HOME ARCHITECTURAL REVIEW APPLICATION

All NEW HOME CONSTRUCTION requires approval in writing from the Architectural Control Committee (ACC) prior to construction. (See Deed Restrictions and Minimum Construction Standards for more details.) Please fill out the attached application form, the signed/dated copy of the Acknowledgement Form stating you have READ and understand the Minimum Construction Standards document, signed New Home Checklist and submit through **TOWNSQ** one **(1) set** of complete plans and specifications in accordance with attached control standards to:

TOWNSQ
(you must register online, obtain your account number by calling Associa at 832-864-1267) or Email the POA president at palmcrest@palmcrestpoa.com)

Please contact PALM CREST POA ACC with questions at archcontrol@palmcrestpoa.com

NON-COMPLIANCE AND STARTING CONSTRUCTION BEFORE APPROVAL IS SUBJECT TO LEGAL ACTION

PLEASE COMPLETE **Amended October 9, 2026**

BLOCK LOT ACCOUNT NUMBER:		
OWNER:	**PHONE:**	**DATE:**
MAILING ADDRESS	**CITY**	**ZIP:**
OWNER EMAIL ADDRESS:		
BUILDER/CONTRACTOR:		
OFFICE PHONE:	**CELL:**	
E-MAIL ADDRESS:		
ADDRESS:	**CITY:**	**STATE/ZIP:**
PROPERTY PHYSICAL ADDRESS:		

HOUSE SQ. FT. Minimum 2,000 SQ. FT. Living Area (Living area not to include outside of studded walls):
DECK SQ. FT: **OTHER:**
FENCE: **POOL (dimensions):**
EXTERIOR MATERIALS:
EXTERIOR COLORS (Brick, Stone, siding & trim – samples pictures)
ROOF MATERIALS & Color (sample pictures)
LANDSCAPING REQUIREMENTS- SEE PAGE 2 #11. (yard grading, grass, shrubs (3-gallon) & landscaping are required to cover foundation and two (2) trees in front yard 6 ft tall /45-gallon container.) See Minimum Construction Std for details.
Provide a "drawn" landscaping plan & type of plantings:
CULVERT: (Concrete and a minimum 24" diameter and contact County for installation after ACC Approval)
PROPANE TANKS must be buried (size required for approval); SEWER: grinder pump 2hp.with 220V electrical
START DATE: **PROJECTED COMPLETION DATE:**
COMMENTS

Legal Action will be taken for non-compliance, and Owner will be responsible for ALL Legal fees.

APPLICATION FEE: The Application Fee must be paid via Townsq or mailed to Associa/Houston Community Mgmt to the address listed above and payable to Palm Crest POA. New Homes Application Fee is $1,500 (refundable amount is $1,350 – less any Fines). Non-refundable New Home Construction Review Fee is $150.

Property Owner Signature: _____ **Date** _____

Builder Signature: _____ **Date** _____

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APPLICATION REQUIREMENTS

All homes must be designed by a registered architect and be Structural Engineered Certified drawings, by a member of the Texas or American Institute of Building Design. Credentials to be presented upon ACC request. The following are the requirements to be included in the plans:

1. **A survey of the lot**(s) upon which the improvements are to be constructed showing all-adjoining tracts and/or reserves.
2. **Homes must be a minimum 2,000 living sq ft (Living area not to include outside of studded walls.)**
   Home plans must be drawn and prepared to meet all International Residential 1 & 2 Family Code.
   a) **Site/Plot Plan:** Draft at an architectural scale **(1/8" = 1').** One (1) showing placement of home, driveway and all other structures. The site plan is to include lot dimensions, distances from all structures to the building setback lines, all easement lines and curb cuts, slab elevation, concrete driveway location, walks, decks, air conditioner, extensions and fences. No portion of any improvements will be allowed to be located outside the building setbacks.
   b) **One set of plans (i.e. home and structures)** to include all four elevations of home, a foundation plan, and floor plan. Square footage must be listed on plans. **All Windstorm/FEMA requirements must be met and required to meet the Texas Windstorm building Code Standards and must obtain a Certified Windstorm Certificate. Builders must provide a copy of their Certificate of Liability Insurance with $1,000,000 coverage, submit with the application.**
   c) **Elevations - Draft at an architectural scale (1/4" = 1'-0")** Elevation of each side, four (4) is required to show exterior materials, floor and slab heights and roof slopes. Include any height dimensions of all levels and roof.
   d) **Floor/Slab/Roof Plan(s) - (Draft architectural scale of 1/4" = 1') A** floor plan to show the dimensions and location of all rooms, patios, balconies, garages, and structures at each level. Window sizes, electrical, gas and plumbing fixtures must also be shown.
3. **Specifications** - List all specifications relating to **piling design, structural framing, quality of exterior materials, colors, textures and shape.**
4. **Exterior Lighting Plan** – Indicate on the plan location, size & type of lighting to be used. No exterior lighting may be placed to cause a nuisance to a neighboring property. Location and description of exterior and dock lighting must be included with application.
5. **All exterior colors** must be included with the application, with brand name and color #. Review the Minimum Construction Standards document for allowed colors.
6. **Completed and signed application.** Owner and Builder signature must be on all pages of application.
7. One (1)-builder sign with a preferred size of 24" x 24" but no larger than 48" x 48" is allowed. No other types of signs other than the house numbers will be allowed.
8. Brazoria County requires a Driveway/Culvert permit, contact Brazoria County Engineering and submit the permit with application. Culverts MUST be installed prior to construction but NOT before ACC approval. 24" diameter concrete culvert are required and no other material will be approved. Contact the Brazoria County for the installation of the culvert. A driveway and rebar inspection is required prior to the driveway concrete pour by Brazoria County.
9. **Electrial MUST be installed under ground when home is completed.**
10. **Propane Tanks must be buried underground (size required) Sewer:grinder pump min. 2hp w/220Velectrical**
11. **Required Landscaping: Drawn plans required with Application and installed prior to Final Inspection**
    a. Home sites on the lake must have the front yard and side yard sodded to the property line and the back yard sodded to the water's edge to prevent erosion.
    b. Home sites not on the lake must have the front yard, side yard and back yard sodded to the property line. If a wood privacy fence is installed around the back yard, then no sod is required in the back yard, but the front yard and side yard must be sodded to the property line.
    c. Grading of entire property is required for proper drainage (to all property lines).
    d. A minimum of two (2) trees to be planted in the front yard, at least 6 ft tall and 45-gallon container.
    e. The front yard around the foundation will have plants and/or shrubs landscaping to hide the foundation from the street, at least 3-gallon containers.
12. **Windstorm Insurance coverage is required on new home construction; you MUST obtain an Engineer Certification on the structural design of the home before home is constructed. See;** http://www.tdi.texas.gov/wind/index.html.

Property Owner Signature: _____ **Date** _____

Builder Signature: _____ **Date** _____

OWNER AGREEMENT

By signing below, applicant (owner) authorizes the Board of Directors, Architectural Control Committee (ACC) or its agent to enter upon and inspect the Lot and structure thereon, during regular business hours, for the purpose of ascertaining whether said Lot and structure thereon, are in compliance with the Restrictions, Minimum Construction Standards and the approved plans and specifications. Neither the Architectural Control Committee nor its agents shall be deemed to have committed a trespass by reason of such entry or inspection. If approved, approval denotes compliance with the Deed Restrictions and Minimum Construction Standards and carries no warranty regarding structural fitness, compliance with building codes, assurance against encroachment, etc. *Neither the Architectural Control Committee, Property Owners' Association (POA), Associa Property Management, nor any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.*

If the new home construction is denied and does not meet the Minimum Construction Requirements as presented, the ACC may request additional information, prior to processing your request**. Upon home completion but prior to occupancy, an approved final survey, approved final inspection and ACC Approval is required or Fines and legal action will be taken at Owners' expense for non-compliance.**

1. Owner hereby acknowledges receipt of Minimum Construction Standards and hereby agrees to comply with all terms and conditions contained therein and obtain all applicable surveys and approved inspections as specified therein **prior to occupancy**.
2. Owner agrees and understands, that the approval of plans and specifications, by the Architectural Control Committee, shall not be relied upon by any person or entity as to sufficiency, suitability, fitness, workmanship or quality of the design and construction of the improvements.
3. Any change to the approved original design and original application require an additional review and approval by the ACC. This includes changes in color and any design changes or location changes.
4. If new home construction is not completed **within twelve (12) months (exterior) after plans have been approved** an **extension must be requested and approved by ACC**. The following conditions apply:
   (a) Provided no changes have been made to the original design, approval of an extension will be given.
   (b) If changes have been made to the original design, then the New Home Architectural Review Application must be resubmitted for ACC approval.
   (c) If new home construction, and/or change(s) to the original approval are not completed (exterior) by the end of twelve (12) months and no extension request is submitted to ACC for approval, then legal action will be taken at owner's expense.
5. The **Architectural Control Committee has 30 days** from final submittal of plans, documents and permits **to make a decision on** the plans and authorize commencement of construction.
6. Neither the Architectural Control Committee, Property Owners' Association, Associa Property Management, nor any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.
7. All Brazoria County building permits and Green ACC Permit MUST be posted on the front of the lot from start of construction until the construction has been completed.
8. Error in location causing an encroachment will be the direct responsibility **of the property owner.** The builder/owner must assure the ACC that improvements are accurately located in accordance with the approved plans and that encroachments will not occur; without a specific variance having been requested and granted by the Architectural Control Committee. If encroachment occurs without a specific variance having been granted, owner and builder agree to remove those items upon ACC review and request.
9. Failure to comply with the above inspections can result in Fines and legal action being brought to require compliance. You have the right to a hearing to appeal the ACC's decision before the Association's Board of Directors.

ACKNOWLEDGED AND AGREED:

Property Owner Signature: _____ **Date** _____

Builder Signature: _____ **Date** _____

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Basis of Approval and Inspection Process

Approval of plans and specifications will be based, among other things, on adequacy of site dimensions, design of the structure, conformity and harmony with external design, relation of finished grades and elevations to neighboring sites and conformity to both the specific and general intent of the restrictions. All plans will be reviewed in a timely manner, and a letter will be sent to the person's name and address on the New Home Architectural Review Application. **Review the Covenants, Conditions and Restrictions and refer to the Minimum Construction Standards document for full details regarding the building requirements.**

PLEASE NOTE: SURVEYS NOT PROVIDED, STARTING OR CONTINUED CONSTRUCTION BEFORE APPROVAL IS STRICKLY PROHIBITED AND SUBJECT TO FINES AND LEGAL ACTION. INSPECTIONS OF PROPERTIES UNDER CONSTRUCTION ARE FREQUENT.

For new home construction, it is **mandatory** to provide three surveys **1) Initial Survey of Lot 2) Slab "Form" Survey and 3) Final Survey.**

Initial Survey of Lot is required for New Home Construction for ACC approval. Other permits or approvals may be required from Brazoria County or other Governmental entities. It is the responsibility of the owner to obtain **ALL** required approvals.

Form Survey - Once the **Initial Survey** is approved by the ACC, the builder must complete the slab "forms" and must obtain a **"Form Survey"** from a certified surveyor prior to the slab pour. When the "Form Survey" is completed, the builder will email the "Form Survey" to PALM CREST POA ACC via **TOWNSQ** for the required "Form Survey" approval and site inspection for encroachments **prior to continued construction.** "Form Survey" **MUST** be approved by the ACC **PRIOR** to pour; **NO EXCEPTIONS. If encroachments are evident or discrepancies, including eaves of the structure, you will be required to make the correction, and it MUST be approved BEFORE any construction or slab pour is allowed.** Once the Form Survey has been approved by the ACC, construction can start.

Driveway Form and Rebar Inspection - Contact Brazoria County per your Brazoria County Residential Building permit for the required driveway form and rebar inspection prior to the driveway concrete pour.

Final Survey and Final Inspection – When the New Home construction is **completed,** but **prior to occupancy,** the builder must obtain a **"Final Survey"** from a certified surveyor and submit to PALM CREST POA ACC via **TOWNSQ** for the Final Inspection. The completion of construction must include permanent driveway, required lot grading, planting of grass and landscaping (cover street view of foundation – see page 2, #11). If ACC denies the final inspection, then ACC will notify owner of the denial and non-compliance identified during the final inspection. The owner will have ample time to correct the non-compliance issues prior to closing and/or move in. If the owner ignores the final inspection denial and closes and/or owner moves in, then the POA may employ an attorney at the owner's expense to enforce these requirements.

INSPECTIONS: ACC Members will perform inspections as needed. Failure to comply with inspections can result in Fines and legal action being brought to require compliance. If any non-compliance issue exists, the Association may employ an attorney to enforce these requirements. You have the right to a hearing before the Board of Directors.

ACKNOWLEDGED AND AGREED:

Property Owner Signature: _____ **Date** _____

Builder Signature: _____ **Date** _____

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CONSTRUCTION SITE REQUIREMENTS FOR NEW HOMES

1. One (1)-builder sign with a preferred size of 24 x 24 but no larger than 48 x 48 is allowed. No other types of signs other than the house numbers will be allowed. Builder sign must be removed within 30 days of completion of construction**.**
2. Construction work hours are Monday – Friday 7:00 AM – 7:00 PM and Saturday 8:00 AM – 7:00 PM. No construction or workers on site on Sundays or Holidays. Workers cannot be on site prior to 7:00 AM M-F and prior to 8:00 AM on Saturday and must be off the work site by 7:00 PM.
3. A water source **MUST** be available at time of construction. Contact Aqua Texas for your new tap installation.
4. **Burning and Fires** are not allowed in the subdivision. Burning brush, trees or construction materials during clearing or construction is prohibited and is subject to legal action. No unattended or abandoned fires.
5. **A Trash Dumpster** 30-40 yards unit (A Roll Off Box Dumpster) is required for each new home construction site and must be available throughout the construction period to collect trash as it occurs. Dumpsters must be placed on the lot within the lot boundaries. Trash shall not be allowed to accumulate in piles. All trash and debris shall be removed from the site before each weekend and emptied when full. The site is to be kept clean to prevent trash from going into other properties. Trash shall not be allowed to blow onto neighborhood lots, POA ditches and POA common areas. Trash pickup on neighboring lots should occur on the same day. Legal action will be taken if in non-compliance.
6. **Construction dumping** in the subdivision is **NOT** allowed.
7. **Concrete washout** is not allowed to be dumped anywhere in the subdivision, except on the property where it originated. Legal action will be taken if in non-compliance.
8. **Parking** - Parking of all construction vehicles is limited to the job site under construction or on the street. No vehicles are allowed to park on any portion of another lot (this includes the strip of land (easement) adjacent to the street).
9. Access to property is limited to the temporary driveway during construction and permanent driveway at home completion. The temporary driveway should be at least 50-100 feet of adequate base materials (crushed rock), to prevent mud and dirt debris off the roads.
10. No driving on or across adjacent vacant lots, ditches, POA property or lawns.
11. **Construction Fencing:** Construction fencing must be erected on three (3) sides of the property (on both sides & rear lot lines) during the entire construction time. Legal action will be taken if in non-compliance and fines.
12. **Portable Toilet** is required for new home construction. No construction can start without the Portable toilet and it must be staked to prevent turning over by high winds. Portable Toilet must be placed within the lot boundaries and not on easement. The location must be a minimum of 10 – 20 feet from the street and door not facing the street. Legal action will be taken if non-compliant and fines.
13. **Streets –** Contractors are responsible for keeping mud, dirt, rocks, concrete, nails debris, building materials off the roadways. Excessive mud and other debris tracked from a job site to any road in the subdivision must be cleaned up within 24 hours. Any damage to the frontage or ditch during construction MUST be repaired to its original contour and shape; right of way MUST be corrected to IMMEDIATELY the original state with fill dirt, stabilized materials and vegetation to prevent drainage problems and future erosion.
14. **Maintenance** of lot and frontage ditch must be kept clean and mowed during construction.
15. **Culvert(s)** Culverts must be 24"diameter or greater and constructed of reinforced concrete. The culvert must be installed prior to construction but not prior to ACC Approval of the home construction. Contact the Brazoria County for installation after you receive ACC Approval, only Brazoria County is allowed to do the installation.
16. **The Brazoria County Building permit and the Green ACC Permit** must be posted on the front of the lot from start of construction until the construction has been completed.

ACKNOWLEDGED AND AGREED:

Property Owner Signature: _____ **Date** _____

Builder Signature: _____ **Date** _____

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Amended October 9, 2026

ACC Application Check List

Read the Deed Restriction Covenants and the Minimum Construction Standards for additional building details. STARTING CONSTRUCTION BEFORE APPROVAL AND NON-COMPLIANCE IS SUBJECT TO ACC FINES AND LEGAL ACTION. ALSO READ, SIGN AND RETURN THE SEPARATE NEW HOME SUBMISSION CHECKLIST FOR BUILDER/CONTRACTOR /OWNER.

___ **New Home Architectural Review Application**: Completed with signature of **owner and contractor/builder**; **ALL** pages initialed. **Ownership verification**; Provide a copy of Warranty Deed and "Top" portion of Closing Settlement Statement required if not recorded at Associa Property Management at the time of review.

___ **Site/Plot Plan** to required scale of **⅛" = 1'** with dimensions of all structures and setback lines.

___ **Survey:** Survey of property submitted with application for all exterior improvements.

___ **Architectural drawings**, and elevations drawn to scale of **¼" = 1'**. (drawings neat and legible) Square footage stated on plans and application with dimensions of all elevations.

___ **Foundation design** plan with dimensions; an allowance for structural eaves and NO encroachments on setback lines. **A "form" survey provided PRIOR to pour of foundation and approved by ACC**.

___ **Property line dimensions** (front, side, and rear) clearly shown on the drawings; dimensions should reflect "RECORDED PLAT" AND "SURVEY" of the property on the site plan.

___ **Building "setback" lines** (all four) and easements clearly shown on survey/site plan; NO structural encroachments into building setback lines or any other easements.

___ **"Footprint"** of each planned improvement(s) including, residence, garage, outbuilding, driveway, culvert, grinder pump system, pools, fences, monuments, etc., on the drawing. **Sewer system (grinder pump a minimum 2 hp and 220V electrical) and propane tank MUST be buried.**

___ **Culvert** (s) 24 "diameter concrete culvert design shown along with dimensions showing location and overall length. Show culvert diameter and type of end treatment being proposed if any.

___ **Driveway** shown on the site/plot plan. The driveway width and centerline clearly located with dimensions from one of the side property lines. **Driveway materials** listed being proposed are clearly shown. Submit the Driveway/Culvert Permit from Brazoria County. A driveway form and rebar inspection is required by Brazoria County prior to pouring the concrete.

___ **Brazoria County Building Permits**; submitted with application. Building Permits and Green ACC Permit must be posted on property on/or day before construction starts.

___ **Sample Pictures** of **ALL** colors and materials (house, buildings, roof, fence, etc.). Must include brands. Paint color must include brand, paint color name and paint numbers.

___ **Windstorm Certification.** 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.

Property Owner Signature: _____ **Date** _____

Builder Signature: _____ **Date** _____

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When submitting your application it 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: existing photos of the property, buildings, vendor examples, etc.).

All enforcement actions relating to violations of these Minimum Construction Standards shall be governed by the Association's governing documents, the Association'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.

COMMENT SECTION:

Property Owner Signature: _____ **Date** _____

Builder Signature: _____ **Date** _____

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