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

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 832-864-1267 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. 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 NEW HOME ARCHITECTURAL REVIEW APPLICATION AMENDED OCTOBER 9, 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 AND BUILDER 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 AND THIS NEW HOME SUBMISSION CHECKLIST. THE MINIMUM CONSTRUCTION STANDARDS DOCUMENT PROVIDES ALL THE DETAILED BUILDING REQUIREMENTS, PLEASE REVIEW.

_____ 3. THE OWNER MUST MAIL A CHECK PAYABLE TO THE 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. CONTACT BRAZORIA COUNTY PERMIT DEPT AT www.brazoriacountytx.gov/departments/floodplain/building-permits .

_____ 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@BRAZORIACOUNTYTX.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.

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_____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, ELECTRIAL PLANS, WINDOWS, 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. INCLUDE THE SITE PLAN AND IT 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- AT LEAST 6 FT TALL AND IN A 46 GALLON CONTAINER, SHRUBS AND PLANT DESCRIPTION (MUST COVER THE FRONT FOUNDATION WITH SHRUBS AND PLANTS). SHRUBS MUST BE A MINIMUM 3 GALLON CONTAINTER. INCLUDE PICTURES OF SHRUBS, PLANTS AND TREES. 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 FENCE AND NOT SOD THE BACKYARD, BUT FRONT AND SIDE YARDS MUST BE SODDED TO EACH PROPERTY LINE (STAKES). VACANT LOTS DO NOT HAVE GRASS (SOD), THEY ARE WEEDS. REFER TO THE LANDSCAPE REQUIREMENTS OUTLINED IN THE MINIMUM CONSTRUCTION STANDARDS DOCUMENT.

_____ 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 AND EXTERIOR DOORS (GARAGE DOORS, AND FRONT DOORS).

_____ 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 WITH DOCUMENATION THAT THE TAPS (WATER METER) WAS INSTALLED.

_____ 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, POSTS AND RUNNER MUST FACE INSIDE AND PICKETS FACE THE OUTSIDE. REVIEW THE FENCE SECTION IN THE MINIMUM CONSTRUCTION STANDARDS FOR ALL THE DETAILS REGARDING FENCE REQUIREMENTS.

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_____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 THE REVISION.

_____20. 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 NEW HOME ACC APPLICATION.

_____ 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. EXISTING PHOTOS OF THE PROPERTY, BUILDING, VENDOR EXAMPLES, ETC.).

_____23. 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 *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.

_____ _____

Property Owner Signature(s) Date

_____ _____

Builder/Contractor Signature(s) Date

Amended October 9, 2026

PALM CREST POA ACC COMMITTEE