

# Stonecrest Ranch Architectural Control Committee Application

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2109 West Davis, Suite C, Conroe, Texas 77304 936-756-0032

Thank you for your application to the Stonecrest Ranch Architectural Committee (ACC). Your participation in this process is a vital part of maintaining a high level of quality in our subdivision.

Please review the ACC frequently asked questions on our website at [www.stonecrestranch.com](http://www.stonecrestranch.com). This website will answer many of your questions. Additionally, all contact information is on the website.

All site or building construction or alterations or additions thereto, requires approval in writing from the Architectural Control Committee (ACC) prior to construction per Section 4.01 of the SCR Deed Restrictions. It is the property owner's responsibility to contact the ACC and ensure compliance with Section 4.01.

Fill out the attached application form and submit (2) sets of complete plans and specifications. These plans will be kept until the home or improvement is completed.

Review Fees and Designated Project Time Frames:

1. House- \$70.00 plus \$430.00 Deposit
  - a. Any building, structure or improvement commenced on any tract shall be completed within Twelve (12) months from the commencement date per Section 3.01 of the Deed Restrictions.
  - b. Any main dwelling shall face the front of the lot.
2. Barn, Shop, Garage, Pool, Driveway, Fence or any other improvement as noted in Section 4.01 of the Deed Restrictions - \$25.00

Application requirements are as follows:

1. Two sets of plans must be submitted to the Architectural Control Committee per Section 4.01 (b) of the SCR Deed Restrictions.
2. If house or additional structure is being built, a copy of the county building and septic permit is required.
3. The Architectural Control Committee has 30 days from final submittal of plans and permits to review the plans and authorize commencement of construction per Section 4.03 of the SCR Deed Restrictions.
4. All improvements, modifications, and alterations require ACC Approval. This includes new construction as well as but not limited to house additions, fences, porches, storage buildings, pools, barns, garages, and any structure considered and improvement per Section 4.01 of the Deed Restrictions.
5. It is the owner's responsibility to determine all easements and setback lines and building lines that exist upon their property. No structure should be placed within the easements or should encroach on building or setback lines in accordance with the SCR Deed Restrictions and Plat.

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Make your check payable to Stonecrest Ranch Property Owners' Association

Completed applications and plans may be dropped off or mailed to:

Stonecrest Ranch POA/ACC  
c/o IMC  
2109 West Davis Suit C  
Conroe, Texas 77304

Note: Applicant may submit one application with multiple improvements for a one time initial fee of \$500.00. However, each improvement must have the required plans and specifications included for ACC review and approval. "Proposed" improvements submitted without the required plans and specifications will not be considered for review and will require an additional application with appropriate fees.

\*\*\* Exceeding Designated Project Time Deadlines may result in a forfeiture of deposit in addition to the assessment of fines in accordance with the SCR Fine Schedule. (See: [www.stonecrestranchpoa.com](http://www.stonecrestranchpoa.com))

## RESIDENTIAL PLAN STANDARDS

All plans and specifications should be drawn in a professional manner. An architect or designer is not required, but recommended for generally better design results. Our plan standards are as follows:

1. Plan(s) – A floor plan to show the dimensions of lot and distance from house to lot lines on all sides.
2. Floor plan(s) – A floor plan to show the dimensions and location of all rooms, patios, balconies, garages, curb cuts, driveways, septic specifications and placement, walks, fences and structures at each level. Window sizes, electrical, gas and plumbing fixtures must also be shown. Draft at an architectural scale. (1/4"=1'-0")
3. Elevations – An elevation of each side (4) is required to indicate exterior materials, floor, slab heights and roof slopes. Draft at an architectural scale (1/4"=1'-0")
4. Specifications – List all specifications relating to slab design, structural framing, and exterior garage doors and doors, quality of exterior materials, colors, textures and shape.
5. Basis of Approval – Approval of plans and specifications shall be based, among other things, on adequacy of site dimensions, structural design, conformity and harmony with external design and of location with neighboring structures and sites and conformity to both the specific and general intent of the restrictions.

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All plans will be reviewed in a timely manner and results will be remitted to the name and address on the Plan Review Application. Additionally, notification will be sent via electronic mail (email).

## BUILDER/CONTRACTOR/OWNER CONSTRUCTION REQUIREMENTS

1. The work site needs to be kept clean, the owner/contractor is to ensure all trash and debris are removed per Section 3.16 of the Deed Restrictions. A collection site or dumpster may be placed on the property during main dwelling construction.
2. The burning of brush, trees, will be allowed on site per Section 3.16 of the Deed Restrictions. See the Montgomery County Fire Marshall website for burn guidelines, [www.mctx.org/fire](http://www.mctx.org/fire)
3. One portable toilet is required for each construction site requiring more than seven (7) days construction.
4. Contractors are responsible for keeping mud, dirt, etc. off the roadway. Contractors will be responsible for repair to any road shoulders or ditches damaged during the course of construction. No dumping or burning of debris is allowed in the road right of way.
5. No dumping or cleaning of cement trucks allowed within Stonecrest Ranch.
6. Design of roadside drainage ditches must not be altered. The minimum size of the culvert shall be 18" in diameter with not less than 1.75 sq. ft. waterway opening. The inside bottom of the culvert must be even with or slightly below the level of the ditch. The culvert must be installed and properly covered before site preparation and construction begins. The county will set the culvert according to county specs. The phone number is 936-521-8919.

## INSPECTION PROCESS

1. Periodic Inspection:  
Performed by the ACC to ensure compliance of all construction requirements in accordance with the ACC Application and Guidelines.
2. Final Inspection:  
The ACC will review the site after completion of construction. Including all decking, walkways, painting, landscaping and other items necessary to present an aesthetic condition on the Lot. Release of the deposit will be subject to the ACC final inspection.
3. Survey Inspection:  
A survey will be completed before any concrete is poured and a copy forwarded to the ACC

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## APPLICANT INFORMATION:

Date: \_\_\_\_\_

A. Owners(s): \_\_\_\_\_ Phone: \_\_\_\_\_

B. Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

C. Address after completion: \_\_\_\_\_

D. Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E. Builder: \_\_\_\_\_ Phone: \_\_\_\_\_

F. Builder's Address: \_\_\_\_\_

G. Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Square Footage of House: \_\_\_\_\_

|                          |       |                               |       |
|--------------------------|-------|-------------------------------|-------|
| Primary Residence/Garage | _____ | Addition to Primary Residence | _____ |
| Culvert                  | _____ | Driveway                      | _____ |
| Septic System            | _____ | Fence/Gate                    | _____ |
| Outbuilding/Shed/Barn    | _____ | Deck/Porch                    | _____ |
| Carport                  | _____ | Outdoor Kitchen               | _____ |
| Pool                     | _____ | Re-painting                   | _____ |

H. Other Improvement (please specify) \_\_\_\_\_

I. Exterior Materials: \_\_\_\_\_

J. Exterior Color: \_\_\_\_\_

K. Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

L. List the building set back lines (B.L) which affect your Lot:

a. Side (right) \_\_\_\_\_ ft. Side (left) \_\_\_\_\_ ft.

b. Front \_\_\_\_\_ ft. Back \_\_\_\_\_ ft.

M. List the easements which affect the Lot:

a. Utility (U.E.) \_\_\_\_\_ ft. Circle: Side (right or left) Front Back

b. Drainage (D.E.) \_\_\_\_\_ ft. Circle: Side (right or left) Front Back

Note: There is a Sixteen (16) foot Utility Easement among both sides of all streets (see Plat 60' ROW) and there is a Twenty-six (26) foot Utility Easement lying Thirteen (13) feet either side of all side and rear lot lines, except lots 8-15 (Hwy 242) and lot 59 Block one per Section 2.04 (b) of the SCR Deed Restrictions. No building shall be located over, under, upon or across any portion of any utility easement or building setback line.

ACC applications are valid for 12 months, if construction has not commenced within that time period, a new application must be completed.

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## OWNER'S ACKNOWLEDGEMENTS AND AGREEMENTS

1. I acknowledge that I have read the Deed Restrictions and the ACC procedures and guidelines especially those applicable to the construction project(s) I am requesting. I understand that all criteria for approval of a project may not be specifically stated in these Deed Restrictions and Guidelines and that the Architectural Control Committee, at its sole discretion, may or may not approve a project. I understand and agree that the management of this project, including the actions of contractors and subcontractors being in strict accordance with the Deed Restrictions, and any and all instructions and requirements as noted on the project documents by the ACC and stated in the letter of approval, is my sole responsibility. I understand and agree that the Owner's Responsibility Deposit will be returned to me upon completion of construction less any sum required to secure compliance with the Deed Restrictions, the ACC Standards, the approved plans and any conditions of plan approval.
2. I acknowledge that neither the Architectural Control Committee, Property Owners' Association, 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 per Section 4.04 of the Deed Restrictions.
3. I acknowledge and agree that I am solely responsible for obtaining all required permits, including but not limited to, the Montgomery County Building Permit, Montgomery County Health Services Permit, EPA permit and Storm Water Discharge Pollution Prevention Plan, among others, and that I am solely responsible for assuring that the improvements are constructed in a safe and sound manner and in compliance with applicable laws and codes.
4. I have read the procedures and requirements set out in this document. I understand that ACC approval is contingent on these procedures being followed in detail. I further acknowledge that if I am building a new residence that I have read the Guidelines for New Residence, Garages and Carports and understand the process for a forms and foundations inspection and will comply with such inspection.
5. I understand and agree that ACC approval is automatically revoked should any change, addition, or deletion to the approved plans be implemented without prior written approval by the ACC.
6. I acknowledge that the Deed Restrictions provide that a new residence be "dried-in" within twelve (12) months of the beginning of construction and that construction "begins" on the date work commences on foundation forms. "Dried-in means a completed exterior which is impermeable to the rain. It includes a roof, siding (vinyl, wood, stucco, brick, or composite), windows and doors.
7. I understand and agree that, for projects other than residences,
  - a) six (6) months has been adopted as the amount of time allowed for completion of the project; and
  - b) the project "begins" on the date work commences on any component of the project; and

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- c) ACC approval will be automatically revoked if the project is not completed within six (6) months, unless a re-submittal for an extension of time has been made and approved in writing by the ACC.
8. I understand and agree that ACC approval is automatically revoked if any project on this request is not started within twelve (12) months of the date of approval on this form. I agree that in the event automatic revocation of ACC approval occurs, it is my sole responsibility to re-submit the project and obtain written ACC approval of the re-submittal before starting construction.
9. I authorize the Architectural Control Committee 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 and the approved plans and specifications. Neither the ACC nor its agent shall be deemed to have committed any trespass by reason of such entry or inspections.
10. I understand that the ACC will issue a separate letter to confirm approval, disapproval, project numbers, explanation of notes and/or contingencies, etc. and I understand that the ACC letter becomes a part of this request form.

## SIGNATURE & DATE REQUIRED FOR ACC CONSIDERATION

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Builder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Property Manager's Use

|                                        |                       |
|----------------------------------------|-----------------------|
| Date Rec'd _____                       | Rec'd by _____        |
| Date of ACC notification _____         | Person Notified _____ |
| Date owner notified of receipt _____   | Deadline Date _____   |
| Check amount Check number _____        | Deposit date _____    |
| Date notified of Approval/Denial _____ |                       |