

**Permit To Build Application  
Large Improvement Project  
Waterwood Improvement Association, Inc.**

**PLEASE PRINT**

ACB Application No.: \_\_\_\_\_

\_\_\_\_\_ (lot owner) requests Architectural Control Board (ACB) approval to commence work on the following project:

**Description of project or work to be performed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Lot location (if work will occur on multiple lots, all must be listed):**

Street address: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

**Submitted with this application are the following (check all boxes that apply):**

Note: Two complete, detailed and final sets of all plans must be submitted.

- House (dwelling) plan     New     Addition     Remodel
- Other building/structure plan    Type: \_\_\_\_\_
- Landscape plan
- Bulkhead and/or pier plan
- Boathouse or boat slip plan
- Plot (site) plan for lot(s) showing existing and proposed improvements, easements, building and setback lines, topography (optional)
- Completed Attachment A for this application
- Waterwood Capital Improvement Charge (fee) in the amount of: \$ \_\_\_\_\_
- Copy of Waterwood MUD #1 Permit to Construct a House Sewer
- Copy of San Jacinto County General Residential Development Permit
- Copy of Trinity River Authority Authorization
- Copies of Consents to Encroach into public utility or drainage easements
- Slab Survey: \_\_\_\_\_
- Other: \_\_\_\_\_

ACB Application Number: \_\_\_\_\_

**Other Information:**

General contractor or builder (if known at time application is submitted):

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

I, \_\_\_\_\_ (lot owner), agree to the following terms and conditions for this project as part of my application for a Permit to Build.

1. No improvement project work will begin on the lot(s) until a written Permit to Build has been issued by the ACB, and it is posted on the lot(s). **This includes removal of trees or other native growth.**
2. The improvement project plan and construction work will comply with the Waterwood Policies for Residential Lots, other applicable Protective Covenants or Declaration of Restrictions for the lot(s), and any project specific requirements established by the ACB.
3. The 45-day application approval/disapproval period will not begin until the ACB has received all documents and information needed to process this application.
4. If any plan changes or revisions are made to the exterior of any lot improvements after receipt of a Permit to Build, the changes will be submitted to the ACB for approval prior to being incorporated.
5. The lot owner shall instruct the general contractor or builder to comply with requirements listed in the General Contractor or Builder Requirements document.
6. If this project is the construction of a house (dwelling), it shall not be occupied until the ACB has issued a Certificate of Occupancy.
7. The Waterwood Improvement Association, Inc., its Board of Directors, Architectural Control Board members, administration staff, or any agent thereof shall not be responsible in any way for: a) defects of any kind in the plans or other information or data submitted, revised, or approved; or b) for structural or other construction defects of any kind in work done according to such plans.

Lot Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lot Owner Name (printed): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_ or \_\_\_\_\_

e-mail address: \_\_\_\_\_

Initial application received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment A  
Additional Information**

**Please Print**

**Lot Description (check all boxes that apply):**

- Lake lot Is it bulkheaded?  Yes  No
- Golf course lot
- Corner lot
- Lot surface grade:  Essentially level  Noticeably sloped
- List any existing improvements or structures on the lot:

\_\_\_\_\_

List any special lot characteristics (severe grade, utility or drainage easements, gullies, etc.):

\_\_\_\_\_

**Proposed Construction (attach additional sheets if constructing multiple buildings):**

- Type of building:  House  Outbuilding \_\_\_\_\_  Boathouse
- Type of construction:  Wood frame  Other \_\_\_\_\_
- Foundation type: \_\_\_\_\_
- Number of Stories: \_\_\_\_\_ Height of tallest building: \_\_\_\_\_ feet
- Building(s) Square footage:
  - House (heated/cooled living area): Total: \_\_\_\_\_ 1<sup>st</sup> floor: \_\_\_\_\_ 2<sup>nd</sup> floor: \_\_\_\_\_
  - Garage: \_\_\_\_\_ Attached to house?  Yes  No
  - Carport: \_\_\_\_\_ Attached to house?  Yes  No
  - Boathouse: \_\_\_\_\_ Number of boat slips: \_\_\_\_\_ Storage room?  Yes  No
  - Outbuilding (type and area): \_\_\_\_\_
  - Other Structure (type and area): \_\_\_\_\_
- Number of rooms:
  - House: Total: \_\_\_\_\_ 1<sup>st</sup> floor: \_\_\_\_\_ 2<sup>nd</sup> floor: \_\_\_\_\_
  - Boathouse: \_\_\_\_\_
  - Outbuilding #1: \_\_\_\_\_ Outbuilding #2: \_\_\_\_\_
  - Other structure: \_\_\_\_\_
- Driveway minimum width: \_\_\_\_\_

**Exterior Material Specifications (attached additional sheets if constructing multiple buildings): Specifications for building(s):** \_\_\_\_\_

**Exterior walls (check all boxes that apply):**

- Brick \_\_\_\_\_%, color: \_\_\_\_\_
- Stone \_\_\_\_\_%, color: \_\_\_\_\_
- Stucco \_\_\_\_\_%, color(s): \_\_\_\_\_
- Vinyl siding \_\_\_\_\_%, color(s): \_\_\_\_\_
- Wood siding \_\_\_\_\_%, Paint/stain color(s): \_\_\_\_\_
- Hardiplank siding \_\_\_\_\_%, Paint/stain color(s): \_\_\_\_\_
- Other: \_\_\_\_\_%, color(s): \_\_\_\_\_
- Other: \_\_\_\_\_%, color(s): \_\_\_\_\_

**Attachment A  
(Continued)**

Roof (note: roofing material must be fire retardant):

Material: \_\_\_\_\_

Style: \_\_\_\_\_

Color: \_\_\_\_\_

Deck – type of material: \_\_\_\_\_

Patio – type of material: \_\_\_\_\_

Fireplace: Will the building include one or more fireplaces?  Yes  No

#1:  Gas only  Wood only  Wood & Gas  Prefab  Masonry

#2:  Gas only  Wood only  Wood & Gas  Prefab  Masonry

#3:  Gas only  Wood only  Wood & Gas  Prefab  Masonry

Is a chimney (flue) spark arrester specified for all wood burning fireplaces?  Yes  No

**Other Specifications:**

Propane Storage Tank: Will a propane storage tank be installed on the lot?  Yes  No

If yes:

Tank size: \_\_\_\_\_ gallons

Location: \_\_\_\_\_

Installation method:  Above ground  Buried

(Note: Above ground tanks must be screened from view.)

Fence Specification:

Material: \_\_\_\_\_

Style and Height: \_\_\_\_\_

If masonry, metal or painted/stained wood, specify color: \_\_\_\_\_

**Other Information:**

Explain any proposed changes to the lot surface grade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many trees are proposed for removal? \_\_\_\_\_

How many of the above number of trees are within the footprint of the building(s)? \_\_\_\_\_

When will the front (street side) of the lot be landscaped? \_\_\_\_\_

Please include additional information about the proposed project that is pertinent to the ACB's review and approval process. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**General Contractor or Builder Requirements**  
**Waterwood Improvement Association, Inc.**

General contractors or builders constructing, remodeling, repairing, installing, building, or erecting a building, structure, or other improvement on a lot within Waterwood shall comply with the following requirements.

1. **Trees and Other Native Growth Removal.** After a Permit to Build is issued, the lot owner and/or general contractor shall meet with the ACB at the project lot(s) to review the location of live trees and other native growth proposed for removal. Trees that the ACB approves for removal shall be clearly marked.
2. **General Contractor Identification.** For large improvement projects, the general contractor or builder shall temporarily place a company identification sign, not to exceed two by two (2 x 2) feet in size, on a standard within fifteen (15) feet of the street curb on the lot where the improvement activity is taking place. The sign shall be removed when such activity has been substantially completed. Signs identifying subcontractors are not permitted.
3. **Permit to Build and Address Posting.** The original Permit to Build certificate issued by the ACB and a street address number sign shall be posted on a standard within fifteen (15) feet of the street curb. These items shall not be attached to trees.
4. **Construction Site Safety.** The contractor shall be responsible for maintaining a safe work site. When construction personnel are not present on the lot, the following items will be left in a safe or inoperable position or condition: a) ladders shall be laid on the ground (not left in an upright position); b) power tools and other electrical equipment shall be physically disconnected from the electrical power source or otherwise rendered inoperable; and c) motor vehicles or other motorized equipment shall be rendered inoperable. Storage of hazardous material of any kind on the lot is prohibited.
5. **Drainage and Runoff Control.** Natural drainage of streets, lots, or roadway ditches shall not be impaired. Lot grading, landscaping, or structures including driveways, walkways, and retaining walls shall not direct runoff water onto adjoining lots. Appropriate barriers or other means shall be used to prevent runoff water from carrying soil or other debris into streets or onto adjoining lots.
6. **Construction Debris.** Construction debris or trash of any kind shall be removed from the construction site on a weekly basis and properly disposed of. Construction debris or trash shall not be allowed to blow onto streets or other lots. **Burning of any material on a lot is expressly prohibited.** Removed tree or other native growth material, scrap construction materials, debris, rubbish, or trash of any kind shall not be placed in WIA garbage dumpsters or at the WIA yard debris dump without advance approval from the WIA Executive Director. If unauthorized materials or improperly deposited materials are placed in WIA garbage dumpsters or left at the WIA yard debris dump, the company or party responsible for such actions shall promptly reimburse WIA for the cost of cleanup or proper disposal of said materials.
7. **Temporary Construction Storage.** With prior ACB approval, placement of a temporary structure on a lot for the sole purpose of storing construction materials or tools is permitted. Any such

**General Contractor or Builder Requirements**

structure shall be removed immediately upon completion of the improvement construction activity.

- 8. **Lot Ground Restoration.** On completion of any construction activity, any lot ground areas that were disturbed by the construction process, including vehicle tire or tread ruts, shall be graded, backfilled, or leveled, and then either replanted with native growth, paved, or landscaped (the last two options require ACB approval).
- 9. **Curb and Street Restoration.** On completion of any construction activity, any damage caused to a curb or street by the construction process shall be repaired or replaced to the satisfaction of the ACB at the contractor's expense.
- 10. **Portable Toilet Location.** A portable toilet may be temporarily located on a lot during construction of a dwelling. It shall be placed a minimum of five (5) feet back from the street curb and as far as possible from any adjacent developed lot.
- 11. **Spillage Cleanup.** Spillage or depositing of concrete, soil, or debris of any kind on streets, adjacent easements, or other lots shall be immediately cleaned up. Furthermore, any such areas that are damaged by the spillage shall be restored to original condition. If spillages are not clean up in a timely manner to the satisfaction of the ACB, WIA shall bill the contractor and/or owner for the cost of cleanup and any needed restoration.

The undersigned authorized representative of the general contractor or builder agrees that the work performed on any lot within Waterwood by

\_\_\_\_\_ (company name) and its subcontractors will comply with the requirements listed above. Furthermore, it is understood that non-compliance may result in the Permit to Build being suspended or in severe cases revoked.

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Phone Nos. \_\_\_\_\_ or \_\_\_\_\_

# Supplemental Requirements and ACB Process for Planning, Approving, and Starting a Major Improvement Project

**\*\*\* TO BE USED WITH WATERWOOD POLICIES \*\*\***

## 1. Purpose

- a. The supplemental requirements and ACB process guidelines set forth in this document are intended to establish clear, consistent, and fair steps toward planning, reviewing and approving, and starting a major improvement project within Waterwood. A major improvement project is usually the construction of a residential dwelling (house), adding a major addition to an existing dwelling, or constructing an outbuilding or boathouse. Note that this document is intended to primarily address the construction of a new dwelling. For boathouses or other specialty structures, contact the ACB for specific information on how to proceed.
- b. The information set forth in this document does not replace any of the requirements set forth in the Waterwood Policies or applicable Protective Covenants documents, and is intended to be used in conjunction with the aforementioned documents. Please note that the overall requirements for submitting a Large Improvement Project application and executing the construction phase for a new dwelling are contained in the Waterwood Policies document. In case of a conflict, the Waterwood Policies and Protective Covenant documents shall prevail.
- c. The ACB has the authority to deviate from, modify, or add/delete process steps or requirements set forth in this document in order to address unique or special situations, or to improve or clarify them.
- d. This document is intended to be used by lot owners, builders/contractors, and the ACB.

## 2. Planning a Project

- a. Lot owners are encouraged to contact and meet with the ACB early in the planning stage of their project in order to discuss process steps, requirements, and any special situations. The ACB can provide advisory guidance and other information that will make the plan approval process as smooth and timely as possible. The ACB will not provide tentative or preliminary approval of plans or any part thereof. Approval of a plan is based solely on the issuance of a Permit to Build by the ACB.
- b. The ACB must approve in advance any selective native growth removal on a lot prior to the submittal and approval of a Large Improvement Project application.
- c. Lot owners are encouraged to design and locate houses so that as many of the trees and as much of the other native growth as possible is preserved.

Consideration should be given to including existing native growth in landscaping plans and maintaining a native growth buffer to adjacent lots.

- d. The lot owner shall cause the following actions to take place as part of their Large Improvement Project application submittal process:
  - i. The items listed below shall be located on the lot using stakes and connecting string lines. All proposed improvements shall be located on the lot in compliance with applicable building lines, easements, and setbacks. Note that roof overhangs, decks, and other building protuberances must be located within the building lines. It is recommended that a licensed surveyor establish lot property lines, any easements, and building/setback lines.
    1. The lot perimeter property lines.
    2. The perimeter of the following proposed improvements:
      - a. All buildings including the dwelling, detached garage, and other outbuildings.
      - b. Driveways and walkways.
      - c. Decks and patios.
  - ii. All trees that are desired to be removed shall be clearly identified by securely wrapping builder's flagging/marketing tape around them. The trees shall not be marked with paint or other permanent marking substance. Trees located within the footprints of the proposed structures as well as any outside the structures that are desired to be removed shall be marked.
  - iii. When deemed appropriate by the ACB, a tree specialist shall be retained by the lot owner to visit the lot and review the trees and other native growth outside the proposed structure footprints for species identified in the Waterwood Policies. The results of the review shall be provided to the ACB. The ACB shall be notified as to when the review will take place and shall be given the opportunity to participate in the visit/review.
  - iv. The builder/contractor shall sign and return the General Contractor or Builder Requirements agreement to the WIA office.
- e. Lot owners are asked to meet with the ACB to review their plans once their complete application package has been submitted to WIA.

### 3. Application Review and Approval Process

**NOTICE: NO LOT CLEARING OR OTHER CONSTRUCTION ACTIVITY SHALL TAKE PLACE BEFORE THE ACB ISSUES A PERMIT TO BUILD AND IT IS POSTED ON THE LOT.**

- a. The ACB application/plan review shall consist of the following activities:
  - i. Review the application package for completeness. Note that the ACB will not formally begin the review process until all documents, permits, etc. are properly submitted, and the lot owner pre-submittal actions listed above are completed.



- ii. Review the architectural plans for compliance with Waterwood Policies, the applicable Protective Covenants, and any requirements for the lot noted on the plat drawing of the subdivision.
  - iii. Review exterior structure materials and colors for suitability for use within Waterwood.
  - iv. Review any special situations or conditions.
  - v. Visit the lot to review the proposed dwelling and other structure locations, trees and native growth requested to be removed, etc. At least three (3) ACB members are required to visit the lot, and the lot owner, builder, or knowledgeable representative must be present. All native growth that is desired to be removed must be clearly identified to the ACB. No trees or other native growth shall be removed that was not explicitly approved for removal by the ACB. Note that the ACB will not validate that a structure is properly located within building lines. It is the sole responsibility of the lot owner to ensure and show compliance to building line, easement, and setback requirements.
- b. Once the ACB has completed its reviews and resolved any issues with the lot owner, then the ACB shall vote to approve/disapprove the application for a Permit to Build. At least three (3) ACB members shall be present for a vote to take place, and a simple majority is required for approval.
  - c. If approved, a Permit to Build shall be issued. If there are any special conditions to the Permit to Build, the ACB shall communicate them to the lot owner in writing.

#### 4. Starting a Project

- a. The following activities are required to be done by the lot owner/builder at the beginning of the construction execution phase.
  - i. Post the Permit to Build on the lot prior to any activity taking place.
  - ii. Contact the WIA office and arrange for an ACB member to be present when lot clearing commences. No lot clearing shall begin without an ACB member present at the lot. Note that the builder is responsible for using removal techniques and equipment for trees and other native growth that will not disturb or damage trees or other native growth that is not approved for removal.
  - iii. Provide a foundation survey by a licensed surveyor before concrete is poured. The survey should show that the foundation and building protuberances beyond the foundation are in compliance with the building lines, easements, and setbacks established for the lot. Contact the ACB if an alternative way can be used to establish that the house will reside within the building lines, etc.
- b. The lot owner and builder shall provide a strong focus on keeping the construction site clean of trash, discarded construction materials, and other

debris on at least a weekly basis. Trash must not be allowed to blow onto streets or adjacent lots.

- c. The lot owner and builder shall immediately cause any soil, concrete, or other material spillages or runoffs onto streets or other lots to be cleaned up.
- d. The lot owner and builder shall not allow any party associated with the project to dump any unwanted material or discard any trash within Waterwood.