

Property Owners Association of Lake Ridge

Architectural Submission/Application Form

Owner (Applicant): _____ Email Address: _____ Phone: _____

Property Address: _____ Zip: _____

Section: _____ Lot: _____ Subdivision: _____

Contractor Information:

Contractor Name: _____

Contractor Phone: _____ Contractor Email: _____

Mailing Address: _____

Construction, Modification or Addition Requesting:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> New Home Construction | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Other: Full |
| <input type="checkbox"/> Detached Structure/Building | <input type="checkbox"/> Ornamentation | Description _____ |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Patio/Arbor/Deck | _____ |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Roof | _____ |
| <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Pool/Spa | _____ |
| <input type="checkbox"/> Exterior Modifications | <input type="checkbox"/> Storage Shed | |
- %Masonry _____ Front _____ Left Side _____ Right Side _____ Rear _____

Comments: _____

New Home Construction must include the following at time of submittal

- A completed Submission Form (**an incomplete form will not be accepted**)
- House Plans (complete set)
- A Site or Plot Plan showing the location of the House, city sidewalk, set-backs etc.
- Foundation Plans – Signed Sealed Certified Engineer Stamp
- Engineered drainage plans with contours sealed – certified by engineer
- Landscape plans
- Soil Test Report
- Exterior building materials brands/color of roofing, Masonry, Brick and Color of Selections
- Retaining Walls, if applicable
- Total Electric – Yes No
- Propane - (Note location on the site plan) If propane is used to heat the residence in Sections 1-15 excluding Section 6 Phase I and II. A one-time fee of \$1,000 made payable to ONCOR Electric, payment is required at the time plans are submitted, **Check your documents for the policy on screening or burying the tank.**
- Signed Construction Policy
- \$200 Submittal Fee (check/money order/cashier check only)
- \$3,000 Construction Deposit (\$2,500 Summit or Sanctuary) (check/money order/cashier check only)

All Other requests must include the following at the time of submittal

- A completed Submission Form (**an incomplete form will not be accepted**)
- A Site or Plot Plan showing the location of the proposed project along with house and any other structures on your lot (including dimensions from the property line and other structures)
- A description of the project, including height, width and depth, roofing materials, colors, etc.
- A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other data or links to websites)
- Pool Plan (if applicable) – detailed by contractor, must acknowledge use of soil test
- Fence Plan (if applicable) – detailed, material, height, slat spacing etc.
- \$50 Submittal Fee (check/money order/cashier check only) (**Fee does not apply to non-structural additions or changes ie; landscaping, roof replacement, painting or staining etc. please contact office with questions**)

Make all checks payable to - POA of Lake Ridge (drop off or mail to address below)

Email your request to LakeRidgeACC@cmamanagement.com ALL PLANS NEED TO BE IN PDF FORMAT

Property Owners Association of Lake Ridge
100 Lake Ridge Parkway
Cedar Hill, TX 75104

phone: (972) 299-5270
fax: (972) 293-7119

For Office/Committee Use Only:

Date Submission Received: _____

\$200 Submittal Fee for House Plans \$50 Submittal Fee for Other i.e. sheds, fences, etc. Check # _____ Signed Construction Policy Construction Deposit Check # _____

APPROVED APPROVED W/STIPULATIONS DENIED DENIED – INSUFFICIENT INFORMATION

Stipulations/Comments/Suggestions: _____

Committee Pre-Approval Inspection: _____ Committee Post-completion Inspection: _____

Owners Acknowledgements:

I understand:

- That no work on this request shall commence until I have received approval of the Architectural Control Committee (ACC);
- Any construction or alteration to the subject property prior to approval of the Architectural Control Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the POA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors;
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the POA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- *The Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee's review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder/Applicant agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.*
- *It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the ACC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.*

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Committee. The Architectural Control Committee has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: _____ **Date:** _____

Co-Owner/Applicant Signature: _____ **Date:** _____

Informational Addendum

REVIEW PROCESS – Your association's governing documents stipulate the amount of time the ACC may take to render a decision which is 30 days from receiving a completed submittal and any fees due. However, the ACC will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the ACC may request additional information to help clarify your proposal.

APPLICATION – The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the ACC. Property owners must sign the application. Contractor's signatures for property owners will not be accepted. **Modifications are not permitted to commence until the modification has been reviewed and approved by the ACC.**

NOTIFICATION - All owners will be notified by email once the request has been approved or denied.

APPEALS – If your association allows appeals of an ACC Committee decision, requests must be based on the association documents and timeframes stated by the documents.