

Property Owners Association of Lake Ridge

Architectural Submission/Application Form

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

Property Address: _____ Zip: _____

Section: _____ Lot: _____ Gated Community: _____

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 Description _____ _____ _____
<input type="checkbox"/> Detached Structure/Building	<input type="checkbox"/> Patio/Arbor/Deck	
<input type="checkbox"/> Fence	<input type="checkbox"/> Pool/Spa	
<input type="checkbox"/> Paint	<input type="checkbox"/> Roof	
<input type="checkbox"/> Play Equipment	<input type="checkbox"/> Solar Panels	
<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 (Please check items included)

- 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 – **Signed Sealed Certified Engineer Stamp**
- Landscape and Irrigation plans (**Front, side yards and culvert areas must be sodded and irrigated**)
- Soil Test Report
- Exterior building materials brands/color of roofing, Masonry, Brick and Color of Selections (**photo samples required**)
- Retaining Walls, if applicable
- Total Electric – Yes No
- Propane - (Note location on the site plan) **ALL NEW PROPANE TANKS MUST BE BURIED**
- Signed Construction Site Policy
- Signed Special Acknowledge Form for New Construction
- \$200 Submittal Fee (check/money order/cashier check only)
- \$3,000 Construction Deposit (\$2,500 Summit) (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 100 Lake Ridge Parkway, Cedar Hill, TX 75104)

ALL PLANS MUST BE IN PDF FORMAT AND SUBMITTED VIA EMAIL TO POAOFRLR@CIRAMAIL.COM

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 POA 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 – Appeals of an ACC decision can be made to the Lake Ridge POA board using the procedure detailed in 3.09 of the Rules and Regulations document

Special Acknowledgment Form for New Home Construction

The First Revised Rules and Regulations Governing Architectural and Design Matters cover a wide variety of guidelines for both new house construction and other improvement projects. The ACC expects builders and homeowners to follow these rules and guidelines. In order to improve processing time for new house construction applications we are requesting builders and homeowners to sign off that they are specifically addressing certain items. All the Rules apply but below are listed things that are routinely violated/overlooked. And, these issues repeatedly are requiring additional time in the processing of applications by having to get acknowledgements and clarifications. **NOTE THAT, TO THE EXTENT POSSIBLE, WE WILL BE INSPECTING THESE ITEMS RIGOROUSLY IN FINAL INSPECTIONS. PLEASE INITIAL AND SIGN AS PROOF OF ACKNOWLEDGEMENT.**

____ Section 4.03 Trim, soffits, and secondary materials. Must be Cementous materials.

____ Section 4.04 Roof Construction, materials, and accessories. Problem areas – type of shingles used, metal roof requirements. Signoff to mean builder will not deviate from requirements listed. You are required to state in your submission the manufacturer, and line of shingle you will be using. We have a listing of Class 3 and 4 shingles that currently meet the spec. If the one you propose isn't on the list, you will have to provide a spec sheet.

____ Section 4.05 Inappropriate exterior materials. Problem areas – using non approved materials. Signoff is acknowledgement of banned materials and that they will not be used. Continue denoting materials used on drawings. All roofing materials must match the design of the Dwelling and be approved by the Committee.

____ Section 4.06 Windows. Signoff acknowledgement that all windows to be double pane.

____ Section 4.08 Garages, driveways, and sidewalks. Problem areas – drawings don't provide details of materials. ACC will interpret this signoff to mean use of brushed finish concrete or exposed aggregate. Anything else will require builder or homeowner additional submission.

____ Section 4.13 Mailboxes. Problem areas – mailboxes not placed on level concrete base. Signoff acknowledges adherence to requirements of this Section.

____ Section 4.14 Exterior lighting. Problem areas – light spillover or glare to neighboring tracts. Flood lights not shielded. Signoff means builder will follow all requirements in the Section.

____ Section 4.19 Chimneys. Problem areas – wrong materials used. Signoff means any chimney constructed will meet the requirements of this Section. Continue denoting materials on the drawings.

____ Section 5.02 Required landscaping. Problem areas – sod type not called out, areas covered not identified, flower beds not located. Signoff means all sod will be St. Augustine or Bermuda. Sod will cover all of front yard and culvert and side yard back to end of sidewalk. Note: Continue to put callouts for sod, flower beds, type plants, and trees on the landscaping plan.

____ Section 5.03 Irrigation. Problem areas – insufficient information. Signoff means residential underground irrigation will be installed everywhere there is sod or flower beds and acknowledgement of other specific requirements in this Section.

Rev. 9-6-22

Builder printed name _____

Builder signature _____ Date _____

Homeowner printed name _____

Homeowner signature _____ Date _____