



# RIDGELAKE SHORES

## ARCHITECTURAL PLAN REVIEW APPLICATION

All site or building construction or alterations or additions, thereto, require approval in writing from the Architectural Control Committee (ACC) prior to construction. (See Restrictions and attached Architectural Control Standards for more detail.) Please fill out the attached application form and submit complete application (all pages) and two (2) sets of **COMPLETE** plans and specifications in accordance with attached control standards together with an application fee (listed below) to:

Ridgela Shores  
Attention: Architectural Control Committee  
P.O. Box 160  
Tomball, TX 77377-0160  
**Physical Address:**  
701 Clarence  
Tomball, TX 77375

**For questions, please call Susan Gonzales or ACC Department at:**  
888.256.1514 (toll free)  
281.255.3055 (local)  
281.255.3056 (fax)

Note: ACC Approval is valid for 90 days and construction must begin within this time period. ACC Approval is valid for 30 days for clearing lot with no additional construction. Extensions may be granted upon request and approval.

### I. APPLICANT

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OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_ SECTION: \_\_\_ BLOCK: \_\_\_ LOTS: \_\_\_  
BUILDER/CONTRACTOR: \_\_\_\_\_ OFFICE PHONE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

### II. NEW HOME CONSTRUCTION

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Complete this section for new home construction. Please include color samples and/or pictures of all materials and paint selected.

START DATE: \_\_\_\_\_ PROJECTED COMPLETION DATE: \_\_\_\_\_  
HOUSE SQ. FT. \_\_\_\_\_ DECK SQ. FT. \_\_\_\_\_ DETACHED GARAGE: (Y/N) \_\_\_\_\_ IF YES, SQ. FT. \_\_\_\_\_  
EXTERIOR MATERIALS: \_\_\_\_\_ ROOF MATERIALS: \_\_\_\_\_  
EXTERIOR COLORS (Siding, trim, brick, shingles, etc.): \_\_\_\_\_  
CULVERT SIZE (Min. size 18" reinforced concrete): \_\_\_\_\_ DRIVEWAY MATERIAL (Asphalt or Concrete): \_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**NOTE: All electrical must be underground. A "roll off dumpster" (30 to 40 yard minimum size) is required for New Home Construction.**

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BUILDER SIGNATURE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

### III. EXTERIOR BUILDING/STRUCTURE

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Complete this section for any exterior building (storage building, barn, detached garage, greenhouse, gazebo, boat dock, etc.) construction. Please include color samples and/or pictures of all materials and paint selected.

START DATE: \_\_\_\_\_ PROJECTED COMPLETION DATE: \_\_\_\_\_

BUILDING SQ. FT. \_\_\_\_\_ EXTERIOR MATERIALS: \_\_\_\_\_ ROOF MATERIALS: \_\_\_\_\_

EXTERIOR COLORS (Siding, trim, brick, shingles, etc.): \_\_\_\_\_

FLOORING: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**NOTE: All electrical must be underground. A garbage company acceptable trash bin is required. Trash contained in a fence is NOT acceptable.**

### IV. POOL / FENCE

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Complete this section for pool and/or fence construction.

START DATE: \_\_\_\_\_ PROJECTED COMPLETION DATE: \_\_\_\_\_

MATERIALS: \_\_\_\_\_

FENCE HEIGHT: \_\_\_\_\_ FENCE COLOR: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

### V. EXTERIOR REMODEL

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Complete this section for remodel construction.

START DATE: \_\_\_\_\_ PROJECTED COMPLETION DATE: \_\_\_\_\_

CHANGE IN HOUSE/STRUCTURE SQ. FT. \_\_\_\_\_ CHANGE IN DECK SQ. FT. \_\_\_\_\_

EXTERIOR MATERIALS: \_\_\_\_\_ ROOF MATERIALS: \_\_\_\_\_

EXTERIOR COLORS (Siding, trim, brick, shingles, etc.): \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BUILDER SIGNATURE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

**BUILDER APPLICATION FEES AND DEPOSITS**  
**(Filing fees must accompany this application)**

**New Home Construction:** \$2,350 (This includes a drainage building deposit for drainage ditch maintenance during construction – see Page 4 Item #15. \$2,000 is refundable less any fines or violations upon completion of home construction.)

**Exterior Building/Structure:** \$350 (\$200 is refundable less any fines or violations upon completion of building/structure.)

**Pool:** \$350 (\$200 is refundable less any fines or violations upon completion of pool.)

**Fence:** \$75 (non-refundable)

**Remodel:** \$350 (\$200 is refundable)

**Clearing/Culvert Only:** \$150 (non-refundable)

If an exterior building structure, pool and/or fence are approved by the ACC at the time of new home construction, only the new home construction fees and deposits are required. Bulkheads are **NOT** allowed.

Note: See Page 7 for a list of violations and fines. Violations and fines may be assessed daily. **Additional deposits may be required for builders with previous ACC violations.** Additional deductions may be assessed for road damage.

BUILDER SIGNATURE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

## APPLICATION REQUIREMENTS

All homes must be designed by a registered architect, by a member of the Texas or American Institute of Building Design or by a builder or designer certified by the Architectural Control Committee ("ACC"). The following are the requirements to be included in the plans

- A survey of the lot(s)** upon which the improvements are to be constructed showing all adjoining tracts and/or reserves. (Upon completion of foundation forms, the builder shall obtain a **"forms survey"** from a certified surveyor, fax to C.K.M. for approval prior to continued construction).
- Two (2) sets of plans to include all four elevations of structure** (i.e., home, additions, etc.), a foundation, and floor plan.
  - a) **Elevations** - An elevation of each side (4) is required to show exterior materials, floor and slab heights and roof slopes. Draft at an architectural scale (**1/4" = 1'0"**)
  - b) **Floor Plan(s)** - A floor plan (scale **1/4" = 1'0"**) to show the dimensions and location of all rooms, patios, balconies, garages, and structures at each level. Window sizes, electrical, gas and plumbing fixtures must also be shown. Include piling plan, if applicable.
- One site plan showing placement of home and all other structures with building setbacks, easements and distances** of all relevant portions of the structure from building setbacks. Site Plan and driveway - Draft at an engineering scale (**1" = 20'**) a site plan to show the dimensions of lot and distance from all structures to lot on all sides and distances between building setback and all structures **Site plan must show placement of the home, driveway and all other improvements included in this application or previously approved by the ACC.** Indicate all easements, setbacks, slab elevation, driveway location, and curb cuts, walks, decks, A/C unit extensions and fences, existing and proposed. No portion of any improvements will be allowed to be located outside the building setbacks.
- Specifications:** List all specifications relating to **structural framing, and quality of exterior materials, colors, textures and shape.**
- Exterior Lighting Plan:** If applicable, indicate on the plan location, size & type of lighting to be used. No exterior lighting may be placed to cause a nuisance to a neighboring property. Location and description of exterior lighting must be included with application. No mercury vapor lights are allowed.
- Samples of all exterior colors** must be attached to the application.
- Application fees and deposits and any outstanding maintenance fees** must accompany this application. All checks must be payable to RidgeLake Shores POA.
- Completed and signed application. Owner and Builder signature must be on all application pages.**

## OWNER/BUILDER AGREEMENT

1. Owner hereby acknowledges receipt of Architectural Control Standards and hereby **agrees to comply with all terms and conditions** contained therein and obtain all applicable surveys and inspections as specified therein prior to occupancy.
2. Owner hereby **authorizes the Architectural Control Committee or its agents to enter upon and inspect the lot and structure** thereon for the purpose of ascertaining whether said structure is in compliance with the restrictions, the standards and the approved plans and specifications. Site plan and approved plans must be present at time of inspection. Neither the Architectural Control Committee nor its agents shall be deemed to have committed a trespass by reason of such entry or inspection. **Failure to comply with the above inspections can result in fines and legal action being brought to require compliance.**
3. Owner agrees and understands that approval of plans and specifications by the Architectural Control Committee shall not be relied upon by any person or entity as to the sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements.
4. **NO UNATTENDED BURNING of brush, trees or construction materials is allowed.** Burning is limited to county restrictions; contact the local fire department. A water source must be available at all times during burning and construction. Construction dumping is not allowed. For new home construction, once the slab is complete, each work site is to provide a "ROLL OFF DUMPSTER" 30 to 40 yard minimum size. Smaller projects will require a trash bin and/or container suitable to contain debris. When construction starts, construction fencing and a portable toilet or use of a facility on the construction site must be set up; construction fence required on side to any adjacent home and/or structure. The work site is to be kept clean. The contractor is to insure all trash and debris is removed from the site before each weekend. **NO construction on Holidays, Sundays or between the hours of 6 PM to 6 AM on all other days.**
5. Contractors are **responsible for keeping mud, dirt, etc., off the roadway. A construction drive of crushed rock is encouraged.**
6. **All improvements, modifications, and alterations after application approval require ACC approval.** This covers new construction as well as, but not limited to, additions, fences, decks/porches, storage buildings, pools, and change in house colors.
7. **If construction is not completed within six (6) months after plans have been approved, an extension must be obtained, provided NO changes have been made to the original design an approval of an extension will be given.** If changes have been made to the original design of the Plan Review Application, a new Plan Review Application will have to be resubmitted for approval.
8. The **Architectural Control Committee has 30 days** from submittal of complete application **to review** the application. The Committee will make every effort to review plans within fifteen (15) days from final submittal.
9. **All maintenance assessments and any other fees due must be paid in full.**
10. The owner/builder/contractor **will place a portable toilet, construction fence and trash container** as required, on the property at the time the foundation or pilings have been set and prior to any further construction. **A "roll off dumpster" (30 to 40 yard minimum size) is required for New Home Construction. A garbage company acceptable trash container is required for other construction. Trash contained in a fence is NOT acceptable.** Portable toilets **MUST** be staked to prevent turning over by possible high winds.
11. **Construction fence is required on side & rear lot lines when there are adjacent homes or structures next to construction site. Trash and debris must be maintained along frontage with partial fencing and/or temporary enclosure. The work site is to be kept clean.**
12. Neither the Architectural Control Committee, Property Owners Association, C.K.M. Property Management, Inc., or any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.
13. **The County/City building permit and the green ACC approval sign must be posted at front of property at start of construction until the construction has been completed.**

BUILDER SIGNATURE: \_\_\_\_\_

Revised April 3, 2007

OWNER SIGNATURE: \_\_\_\_\_

**OWNER/BUILDER AGREEMENT (cont.)**

- 14. Error in location causing an encroachment will be the direct responsibility of the property owner. The builder/owner must satisfy the ACC that improvements are accurately located in accordance with the approved plans and that encroachments are not to occur; without a specific variance having been requested and granted by the Architectural Control Committee. If encroachment occurs without a specific variance having been granted, owner and contractor agree to remove those items.
- 15. A letter of completion must be submitted to Architectural Control Committee upon completion of construction.
- 16. **One (1) builder sign with a maximum size of 36 x 36 is allowed. No other types of signs other than the house numbers will be allowed.**
- 17. **Culverts** must be installed prior to construction. As per Covenants and Restrictions, "...All driveway crossings of the roadside drainage swales shall be constructed using a minimum eighteen (18) inch reinforced concrete culvert pipe with sloped inlet and outlets...".
- 18. **Driveway materials must be Concrete or Asphalt only.**
- 19. **Electrical MUST be installed underground.**
- 20. **Builder MUST maintain drainage/culvert area during the construction period** and ensure proper drainage within 30 days of construction completion. Maintenance refers to keeping drainage/culvert free of debris and in a condition that does not allow soil erosion.

BUILDER SIGNATURE: \_\_\_\_\_

Revised April 3, 2007

OWNER SIGNATURE: \_\_\_\_\_

**BASIS OF APPROVAL AND INSPECTION PROCESS AND FINES**

Approval of plans and specifications will be based, among other things, on adequacy of site dimensions, structural design, conformity and harmony with external design, relation of finished grades and elevations to neighboring sites and conformity to both the specific and general intent of the restrictions. All plans will be reviewed in a timely manner and a letter will be sent to the person's name and address on the Plan Review Application. Review copy of the Covenants, Conditions and Restrictions for the lot.

**It is mandatory to provide three (3) surveys, 1) an initial survey of lot, 2) a "forms survey" prior to slab pour and 3) a final survey. Other permits or approvals may be required from City, County, or other Governmental entities. It is the responsibility of the owner to obtain all required approvals.**

**FIRST INSPECTION:** Upon completion of forms the builder shall obtain a "forms survey" from a certified surveyor. Once the survey is completed, the builder/contractor will provide the survey to CKM for **approval prior to continued construction and prior to pour of slab.**

**WEEKLY INSPECTIONS: ACC Inspections** are performed by Committee Members or designated agents. If any noncompliance issue exists, the job site shall be "red tagged" and a phone call shall be made to the Builder. **Builder shall have 24 hours (business day) to correct the situation. At the next inspection, if no change or inadequate changes have occurred, the builder shall be notified and fined.** If no change or inadequate change is noted on the 3<sup>rd</sup> visit, ACC may employ an attorney to enforce these requirements and collect the fine(s) plus costs.

**FINAL INSPECTION:** Upon completion of construction, a "final survey" will be obtained by the builder. Once the survey has been completed, the builder will provide a copy of the final survey and a letter of completion to CKM. An inspection will be performed within 30 days prior to any refund of the deposit being issued.

**RIDGE LAKE SHORES ARCHITECTURAL REVIEW COMMITTEE FINES**

Start of construction prior to ACC approval	\$5000
Start of construction after expiration of ACC approval	\$500
Change in approved Construction without approval	\$500
Dirty work site, builder trash, Friday site not cleaned	\$100
No portable toilet	\$100
No or improper trash container	\$100
Trash bin full and trash overflowing	\$100
No construction fence, where applicable	\$500
Construction fence down	\$100
Failure to provide "final" survey	\$100
Failure to obtain inspections	\$100
Signs – more than one 36 x 36 builder sign	\$50
Failure to complete construction within 12 months	\$1,000

Other violations of this application may be assessed a fine at the discretion of the ACC. **Fines may be assessed daily and escalating fines may apply for repeat violations.** Additional deductions may be assessed for road or common area damage.

BUILDER SIGNATURE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

## APPLICATION CHECK LIST

- ACC Application:** Completed with signature of owner and contractor/builder; **ALL** pages initialed. **Ownership verification:** Provide a copy of Warranty Deed and "Top" portion of Closing Settlement Statement required if not recorded at CKM at time of review.
  
- APPLICATION FEE; Required amount at time of application; All Maintenance fees paid and no open Deed Restriction violations.**
  
- Site/Plot Plan** to required scale of **1" = 20'** with dimensions of all structures, driveway and setback lines shown.
  
- Survey:** Current copy of property for exterior construction application is required for New Home Construction. For all other buildings/improvements, the ACC reserves the right to require a survey.
  
- Architectural Drawings,** and elevations (2 complete sets) drawn to scale of **1/4" = 1'** (drawings neat and legible). Square footage stated on plans and application; include elevations (height).
  
- Boat Docks:** If applicable - elevations shown on ALL structures. Show ALL dimensions and distances.
  
- Property Line Dimensions** (front, side and rear) clearly shown on the drawings; dimensions should reflect "RECORDED PLAT" AND "SURVEY" of the property.
  
- Building "Setback" Lines** (all four) and easements clearly shown on site/plot plan; NO structural encroachments into building setback lines or any other easements.
  
- "Footprint"** of each planned improvement(s) including, residence, garage, outbuilding, driveway, culvert, septic system, pools, fences, monuments, etc., on the drawing.
  
- Culvert(s)** design shown along with dimensions showing location and overall length. Show culvert diameter and type of end treatment being proposed if any; **Include materials** of construction i.e. concrete, crushed rock, masonry, etc. As per Covenants and Restrictions, "...All driveway crossings of the roadside drainage swales shall be constructed using a minimum eighteen (18) inch reinforced concrete culvert pipe with sloped inlet and outlets...").
  
- Driveway** shown on the site/plot plan. The driveway width and centerline clearly located with dimensions from one of the side property lines. **Driveway materials** listed being proposed are clearly shown. **Driveway materials must be Concrete or Asphalt only.**
  
- County/City Building Permits;** provide copies of aerobic septic permits and design. All building permits and original Green Committee card must be posted on property on/or day construction starts.
  
- Samples** of **ALL** colors (house, buildings, fences, etc.)

COMMENTS: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

BUILDER SIGNATURE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_