

**Architectural Control Committee Building Package**

**Community Improvement Association of Lake Conroe Hills, Inc.**

**New Home or Exterior Addition/Improvement Application**

**The THIRTY (30) day review period allowed to the ACC does not commence until a completed application and all required documents defined herein are received.**

**Date Submitted:** \_\_\_\_\_

Property Owner(s) Name(s): \_\_\_\_\_

Section: \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_

Physical Property Address: \_\_\_\_\_

Owner Contact Information:

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

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor Contact Information:

Contractor Name \_\_\_\_\_

Contractor Representative \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Phone \_\_\_\_\_

Contractor Email: \_\_\_\_\_

## Architectural Control Committee Building Package

CONTACT for C.I.A. of Lake Conroe Hills

Jennifer Stanley  
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Phone: (936) 703-5256  
[www.lakeconroehills.com](http://www.lakeconroehills.com)

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This Application along with Plans and Specifications has been:

- APPROVED
- CONDITIONALLY APPROVED
  - \_\_\_\_\_
  - \_\_\_\_\_
- DENIED

By C.I.A. of Lake Conroe Hills – Architectural Control Committee

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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**ANY FAILURE OF THE ARCHITECTURAL CONTROL COMMITTEE TO ACT ON ANY APPLICATIONS, PLANS, OR SPECIFICATIONS INCONSISTENT WITH OR IN VIOLATION OF THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS OF ASSOCIATION SHALL NOT CONSTITUTE APPROVAL.**

**The THIRTY (30) day review period allowed to the ACC does not commence until a completed application and all required documents defined herein are received.**

By submitting this application for improvement, Home Owner(s) grants full access to the Association Board of Directors or any representative of the Association Board of Directors full access to the site of the improvement project for the sole purposes of ensuring that the improvement project is executed under the submitted Plans and Specifications as well as within the rules and regulations defined in the Declaration of Covenants, Conditions and Restrictions of Association and the Construction Regulations and Specification.

In addition to the requirements of the Deed Restrictions and Architectural Control Committee, the County requires a building permit for all residential and commercial buildings constructed in the County of Montgomery. Also, the San Jacinto River Authority requires permits, in addition to those required by the County and the Committee for all construction of bulkheads, docks, piers, etc. on lake front lots.

Home Owner(s) are fully responsible for coordination with any and all utility companies. The Association Board and the Architectural Control Committee are not associated with any utility companies and do not coordinate or participate in any communications between the Home Owner(s) and the utility companies.

I/We have read and understand the Architectural Control Committee ("ACC") Building Package and the protective restrictive covenants ("Deed Restrictions") applicable to the Section of Lake Conroe Hills Subdivision in which the home is being built. I/We understand and AGREE that I/we will abide by and follow the requirements set forth in these documents.

Further, I/We have been advised that I/We should consider hiring an independent inspector to insure the construction is in accordance with the drawings submitted to the ACC.

I/We agree to contact the below named Lake Conroe Hills contact for any questions during the work on the improvements.

AGREED:

_____	_____	_____
Owner	Date	Print Name
_____	_____	_____
Owner	Date	Print Name
_____	_____	_____
Contractor	Date	Print Name

## Architectural Control Committee Building Package

This package is to inform you of the process required to build a new home or to make improvements to an existing home in Lake Conroe Hills subdivision.

Included please find:

- Minimum plan requirements
- Lake Conroe Hills New Home or Exterior Addition/Improvement Application

Please submit to the Lake Conroe Hills Architectural Control Committee (ACC):

1. The completed Lake Conroe Hills New Home or Exterior Addition/Improvement Application.
2. Two (2) sets of plans and specifications. One set will be returned with a Lake Conroe Hills Building Permit. All are to be kept at the job site and out of the weather. Minimum plan requirements noted on attached sheet.
3. If building a new home or increasing an existing homes living space, a copy of the “Montgomery County Building Permit” must be submitted.
4. **The following Non-Refundable charges for ACC Fees will apply:**
  - a. **New Home Construction – ACC Fee – Non-Refundable**
    - **Check in the amount of \$350.00.**

Checks will be made payable to: **Community Improvement Association of Lake Conroe Hills, Inc.** and accompany the application and building plans.

CONTACT for C.I.A. of Lake Conroe Hills

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E-mail: [jstanley@acmg.solutions](mailto:jstanley@acmg.solutions)  
Phone: (936) 703-5256  
[www.lakeconroehills.com](http://www.lakeconroehills.com)

**\*The owner of the property has the responsibility to insure measurements, material type, quality, quantity, and construction methods meet the approval and are as per the construction documents. It is recommended that you hire an architect or inspector to complete inspections for you to protect your interest and insure compliance with the approved plan documents.**

## Architectural Control Committee Building Package

### MINIMUM BUILDING GUIDELINES

1. Street protection – Place appropriate sized boards along and beside the street edge for equipment and trucks to enter and exit lot. No track equipment offloaded to the street. No access to premise through another lot or greenbelt without written permission of the lot owner. Owner must pay for any damage to subdivision streets, culverts or utilities before final approvals are granted.
2. An orange fence must be around the entire construction site.
3. Portable toilets are required and must be located within owner lot lines. They must remain on site during the entire period that workers are on site.
4. No construction, concrete pouring or landscaping can start before 7:00 a.m. All work must be completed by 7:00 p.m.
5. Concrete trucks are not to “wash out” (chute only) in street, storm sewers or any area in Lake Conroe Hills other than on the lot where improvements are being constructed.
6. No waste materials or trash may be burned at any time. Builder must provide a dumpster for trash (minimum of 20 yards). **Builder is responsible for a clean worksite at all times.**
7. Garage interiors must be finished and not left with exposed studs.
8. No signs allowed on construction site except a small sign indicating builder identity so suppliers may locate.
9. All roof rafters, ceiling joists and studs must be no more than 16” on center.
10. Front and both sides of house, including garage, must be entirely brick, stone or stucco. Hardi Plank is not considered masonry in Lake Conroe Hills.
11. No wood or masonite siding, soffit or fascia. Material must be Hardi Plank or similar.
12. All slabs exposures must be 10” or less from grade.
13. If multiple similar structures are to be constructed within a visual proximity of each other, finish colors must be different.
14. Identical elevations may not be used on adjacent lots.
15. No OSB (Oriented Strand Board) allowed for roof decking. With the exception of cool deck or thermal ply OSB.
16. Roof material must be architectural composite shingles.
17. All homes must be built to Energy Star Regulations.
18. No generators allowed on job site. Temporary power poles must be provided for all crews.
19. All mechanical and utility connections must face inside property. (Corner lots only)

## **Architectural Control Committee Building Package**

### **MINIMUM PLAN REQUIREMENTS**

#### **New Construction and Additions**

- Survey of property with engineer's approval seal.
- Site plan, to scale, showing dimensions of all improvements, easements, street(s) and building lines.
- Topography drawing showing height of street, culvert, walks, driveways, porches, slabs and of yard providing positive drainage with no impact to the adjacent lots.
- Structural drawings with engineer seal showing design and details of the slab, driveway, walks and framing.
- Exterior elevations with dimensions, overall height and finishes.
- Floor plan with cut section. Provide finish schedule for each room. Note square footage for living area per floor, for garage, and for porches on drawings.
- All exterior colors must be approved by the ACC.

#### **Covered Patios, Decks, and Garages**

- Survey with improvements shown in red, to scale and with dimensions noted. Yard drainage shall be noted insuring no water impact to adjacent lots.
- Framing details and materials finish schedule shall be provided.

#### **Driveways and Walkways**

- Driveways must be 4" concrete minimum with cross-tied rebar. When drive crosses a culvert concrete sidewalls extending below drainage grade are mandatory. Faux finishes can be applied. No asphalt or crushed stone driveways allowed.
- Walkway from the driveway to the front door is required. Material: poured concrete.

#### **Fences**

- Survey with improvements shown in red, to scale, and with all dimensions noted. A horizontal rot board is recommended for wood fences. All sections of fence that can be seen from a public street, or park, shall have the slats or pickets to the outside so as not to see the horizontal members. All other sides a "good neighbor" look flipping the pickets every 8 feet is recommend. Hurricane or chain link fencing is not allowed.
- Maximum height of any fence is 6'6".
- Lake lots maximum height is 4' and wrought iron is recommended to protect visual aesthetics.
- Fence lines may not be closer to the front property line then the front door.

## **Architectural Control Committee Building Package**

### **Storage Sheds**

- No storage shed may have a peak height more than 7'.
- Storage shed must be placed no less than 5' from any property line or fence.

### **General Maintenance**

- General maintenance is defined as any work to a structure that will not alter the existing footprint of that structure in any way. When possible, upgraded materials must be used. All other guidelines apply. A dumpster is required for all construction debris unless the site is cleaned up on a daily basis.

### **Exclusions**

- Variances to these guidelines can be granted at the discretion of the ACC on a site by site basis. No precedent may be assumed from such variance.