

**ISLA DEL SOL HOME OWNER'S ASSOCIATION**  
**PLAN REVIEW APPLICATION**

All site or building construction or alterations or additions, thereto, require approval in writing from the Architectural Review Committee (ARC) prior to construction. Review Covenants and Deed Restrictions and attached Architectural Control Standards for more detail.

**Please fill out the attached application form and submit two (2) sets of complete plans and specifications in accordance with attached control standards together with application fee to:**

**Isla Del Sol Home Owners' Association**  
 Attention: Architectural Review Committee  
 701 Clarence, Tomball, Texas 77375  
 P.O. Box 160, Tomball, TX 77377-0160

Please call C.K.M. Architectural Department with questions  
 Email: [ACC@CKM1.com](mailto:ACC@CKM1.com)  
 1-888-CKM-1514  
 281-255-3055 (Off) 281-255-3056 (Fax)

**STARTING CONSTRUCTION BEFORE APPROVAL AND NON-COMPLIANCE WILL BE SUBJECT TO FINES**

<b>(Print or Type)</b>	<b>PLEASE COMPLETE</b>			<b>January thru December 2008</b>
<b>OWNER:</b>	<b>PHONE:</b>		<b>DATE</b>	
<b>MAILING ADDRESS</b>	<b>CITY</b>		<b>STATE/ZIP:</b>	
<b>BUILDER/CONTRACTOR:</b>				
<b>OFFICE PHONE:</b>	<b>CELL/PAGER:</b>			
<b>E-MAIL ADDRESS:</b>	<b>FAX:</b>			
<b>MAIL ADDRESS:</b>	<b>CITY:</b>		<b>STATE/ZIP:</b>	
<b>PROPERTY IDENTIFICATION:</b>	<b>SECTION</b>	<b>BLOCK</b>	<b>LOT</b>	
<b>PROPERTY PHYSICAL ADDRESS:</b>				
<b>Description of Improvements: Please select items on application (subject to Deed Restriction requirements):</b>				
<b>HOUSE (living) SQ. FT.</b>		<b>BOAT DOCK SQ. FT.:</b>		
<b>DECK:</b>	<b>ADDITION:</b>	<b>PAINT HOUSE:</b>		
<b>BOAT DOCK</b>	<b>BULKHEAD:</b>	<b>OUTDOOR LIGHTING:</b>		
<b>FENCE:</b>	<b>POOL:</b>	<b>OTHER</b>		
<b>EXTERIOR MATERIALS:</b>				
<b>EXTERIOR COLORS (Siding and trim)</b>				
<b>ROOF MATERIALS (Include Colors ~ small samples)</b>				
<b>START DATE:</b>	<b>PROJECTED COMPLETION DATE: (See Page 3, #7)</b>			
<b>COMMENTS:</b>				

**Additional information:**

**APPLICATION FEES:** The Filing Fees as follows must be attached to this application:

**NEW HOME CONSTRUCTION: \$2,000** (a portion is refundable, less any fines or violations or inspections– see detail below)

**EXTERIOR IMPROVEMENTS: \$1,000 / FENCING & PAINTING – NO FEE /**

**FEE FOR MINOR IMPROVEMENTS AT DISCRETION OF THE BOARD**

(Deposit fully refundable less any fines or violations and if inspections are not required)

(Structural construction requiring installation of pilings will require one or two inspections)

**DETAIL OF DEDUCTIONS:**

**REVIEW FEE: \$235** (all Sections – non-refundable)

**NEW HOME INSPECTIONS: Three (3) inspections \$200** (required and will be deducted from the deposit- non-refundable)

**ENVIRONMENTAL IMPACT FEE: \$250** (deducted on all canal lots – non-refundable)

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

Signature of Owners: \_\_\_\_\_ Signature of Builders: \_\_\_\_\_

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## **APPLICATION REGULATIONS AND 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 Review Committee ("ARC"). Review the Declaration of Covenants, Conditions and Restrictions for IslaDel Sol Architectural Guidelines.*

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### **THE FOLLOWING REQUIREMENTS ARE TO BE INCLUDED IN THE PLANS:**

1. **A survey of the lot(s)** upon which the improvements are to be constructed showing all adjoining tracts and/or reserves.
2. **One set of plans to include all four elevations of structure** (i.e., home, boat dock, pier, addition, etc.), **foundation, and floor plan.** *See Deed Restrictions on all minimum structural square footage.*
  - A) **Elevations - Draft at an architectural scale (1/4" = 1'-0")** Elevation of each side, four (4), required to show exterior materials, floor and slab heights and roof slopes.
  - B) **Floor Plan(s) - (Draft architectural scale of 1/4" = 1'0")** A floor plan 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.
3. **SITE PLAN: One (1) 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 architectural scale (1/8" = 1'0")** 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 ARC.** Indicate all easements, setbacks, slab-elevation, and driveway location including existing and proposed curb cuts, walks, decks, A/C unit extensions and fences. **NO PORTION of any improvements can encroach into the building setbacks. MINIMUM SIDE SETBACKS: FIVE (5) FEET.**
4. **Specifications** - List all specifications relating to **piling design, structural framing, and quality of exterior materials, colors, textures and shape.**
5. **Exterior Lighting Plan:** 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 and dock lighting must be included with application. **Light shields used.**
6. **Samples** of all exterior colors **must** be attached to the application.
7. **Application fee and any outstanding maintenance fees must accompany this application.**
8. **Application completed and signed by Owner & Builder/Contractor.**
9. **Builder deposit made payable to ISLA DEL SOL HOA.**
10. **Boathouse and Catwalks: Catwalks** from the house to the boat dock may be **no greater in width than ten (10) feet or the width provided for in the applicable Restrictions.** **"Boathouse may not extend from bulkhead into the canal not more than twenty-two feet with the sides parallel to the bulkhead being not more than two-thirds of the lot line."** (Pg. 27 – see additional restrictions and amendment dated January 27, 1986).
11. **Stairs** attached to the home **may not encroach** into the building setbacks. Stairs attached to boathouses **may not encroach** into the building setbacks.
12. **One (1)-builder sign with a size of 24 X 24 is allowed. No other types of signs other than the house numbers will be allowed. BUILDER SIGN REMOVED AT END OF CONSTRUCTION.**
13. **Air Conditioning** units should be screened and shown on the plans and site plan.
14. **Landscaping: Trees, shrubs and grass planted upon completion of construction.** See restrictions or contact CKM for the information.

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

Signature of Owners: \_\_\_\_\_ Signature of Builders: \_\_\_\_\_

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## **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 during regular business hours for the purpose of ascertaining whether said structure is in compliance with the restrictions, the standards and the approved plans and specifications. Neither the Architectural Review Committee nor its agents shall be deemed to have committed a trespass by reason of such entry or inspection.
3. Owner agrees and understands that the approval of plans and specifications by the Architectural Review Committee shall not be relied upon by any person or entity as to sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements.
4. The **burning** of brush, trees or construction materials is **not allowed** in the subdivision. Construction dumping is not allowed. Once construction starts, **each work site is to provide a trash bin or 20-40 yard dumpster for new home construction, construction fencing and a portable toilet. The work site is to be kept clean.** The contractor is to insure all trash and debris is removed from the site and placed in the dumpster before each weekend. Debris must be contained to prevent it from going on other property. **The dumpster MUST be emptied when full.**
5. Contractors are **responsible for keeping mud, dirt, etc., off the roadway.**
6. **All improvements, modifications, and alterations require ACC approval.** This covers new construction as well as, but not limited to, additions, fences, decks/porches, storage buildings, pools, boat docks/boathouses/bulkheads and change in house colors. Light shields are required for exterior lighting.
7. After plans have been approved, **house should be completed within twelve (12) months from construction start,** providing an extension has not been granted by the Board, OR homeowner will be subject to a fine. For larger homes, please indicate estimated length of time for construction, which can be approved at time of application. Changes to the original design in the original application require approval. If changes have been made to the original design the Plan Review Application, the Plan Review Application will have to be resubmitted.
8. The **Architectural Review Committee has 30-days** from final submittal of plans and permits **to approve** the plans and authorize commencement of construction. 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 bin** on the property immediately after the pilings have been set and prior to any further construction. Portable toilets must be staked to prevent turning over by high winds. **Construction fence is required on side & rear lot lines.**
11. Owner agrees and understands that approval of plans and specifications by the Architectural Review 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.
12. Neither the Architectural Control Committee, Home Owners Association, C.K.M. Property Management, Inc., nor 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. Construction of boat docks must be according to the Corp. of Engineers Permit and placement according to the Committees boat dock placement plat. Contact Susan McKirahan-Gonzales or ACC Department for information.
14. **The County/City building permit and the Green ACC approval sign must be posted on the lot from start of construction until the construction has been completed.**
15. 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 Review Committee. If encroachment occurs without a specific variance having been granted, owner and contractor agree to remove those items.
16. Failure to comply with the above inspections can result in fines and legal action being brought to require compliance. If you are fined, **you have the right to a hearing before the Committee. You also have the right to appeal the Committees findings after the hearing, before the Board of Directors.**

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

Signature of Owners: \_\_\_\_\_ Signature of Builders: \_\_\_\_\_

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## **Basis of Approval, Inspection Process and Fines**

Approval of plans and specifications will be based, among other things, on adequacy of site dimensions, design of the structure, 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.

**NEW HOME CONSTRUCTION INSPECTOR: L.R. CONSTRUCTION – Larry Erdman – 409.737.2594 Contact Inspector for all inspections. Three Inspections: 1) start up and set backs, 2) Frame inspection, 3) Final inspection.**

**SURVEYS NOT SUBMITTED & UP CONSTRUCTION BEFORE APPROVED INSPECTIONS WILL BE SUBJECT TO FINES**

**FIRST & SECOND INSPECTIONS: Builder:** Upon completion of pilings, the builder shall obtain a **“piling” survey** from a certified surveyor (surveyor stamp and date must appear on copy). Once the survey is completed, the builder will call the inspector to schedule an inspection. The builder shall provide a copy of the survey to the inspector and the ARC by faxing the survey to CKM and the inspector. **Independent Inspector:** The inspector shall inspect the job site and inform the builder if there are any violations. If there are violations the inspector shall be required to re-inspect once the issues are corrected. CKM shall review the “piling” survey for encroachments.

**INSPECTIONS: ACC Inspections** are performed by the inspector. If any non-compliance issue exists the job site shall be **“red tagged”** to **“STOP CONSTRUCTION”** and a phone call shall be made to the Builder. **Builder shall have 24 hours (business day) to correct the situation.**

**CKM Inspection:** If at the next inspection no change or adequate changes, has occurred the builder shall be notified by certified mail and given ten (10) days to correct the issues, that the builder will be fined and the amount of the fine. **CKM Inspection:** If no change, or adequate change, is noted on the 3<sup>rd</sup> visit, CKM may employ an attorney to enforce these requirements and collect the fine plus costs.

**FINAL INSPECTION: Builder:** **Upon completion of construction a final survey will be obtained by the builder. Once the survey has been completed, the builder will call inspector for final inspection. Fax final survey faxed to inspector and same to CKM with written request for refund upon completion of construction.** Upon completion of the final inspection, inspector will forward to CKM a copy of the final inspection; the applicable refund will be processed and paid, less the amounts CKM or the Architectural Review Committee is entitled to withhold and fines and/or violations incurred.

**Independent Inspector:** The inspector shall inspect the job site for completion of home, driveway, house numbers displayed, construction material and trash cleanup, removal of trash bin & port-a-let and landscaping complete as in planting of trees, shrubs and grass. The inspector shall report to C.K.M. after review the final project to ascertain if any encroachments or violations have occurred. Correction of encroachments and other violations shall be the responsibility of the builder and owner.

### **ISLA DEL SOL ARCHITECTURAL REVIEW COMMITTEE FINES**

	<u><b>INITIAL</b></u>	
Start of construction prior to ARC approval	_____	\$1,000
Change in approved Construction without approval	_____	\$1,000
Project not completed within 12 months of approved time	_____	\$1,000
Dirty work site, builder trash, Friday site not cleaned	_____	\$ 200
No Port-a-potty	_____	\$ 500
No Trash bin	_____	\$ 500
Trash bin full and trash over flowing	_____	\$ 500
No Construction fence	_____	\$1,000
Construction fence down	_____	\$ 500
Failure to provide “piling” survey	_____	\$ 500
Failure to provide “final” survey	_____	\$ 500
Failure to obtain inspections	_____	\$ 500
Signs - more than one 24 x 24 builder sign	_____	\$ 100

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

Signature of Owners: \_\_\_\_\_ Signature of Builders: \_\_\_\_\_

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**Updated January 2008**

# **ACC Application Check List**

*Please Review the Declaration of Covenants, conditions and Restrictions for Architectural Guidelines.*

**STARTING CONSTRUCTION BEFORE APPROVAL AND NON-COMPLIANCE WILL BE SUBJECT TO FINES**

- \_\_\_ **ACC Application: Two (2) sets** - Completed with signature of **owner and contractor/builder**; ALL pages initialed. **Ownership verification**; If applicant is not owner on record with CKM at time of review, provide a copy of Warranty Deed and "Top" portion of Closing Settlement Statement required
  
- \_\_\_ **Application Fee: Required at time of application;**  
**All Maintenance fees must be current and paid and no outstanding Deed Restriction violations.**
  
- \_\_\_ **Site/Plot Plan**: Required scale of **1/8" = 1'** with dimensions of all structures and setback lines shown, including required "flow easement" if applicable.
  
- \_\_\_ **Survey**: Submit current survey of property with application; a piling and final survey is required for new home construction.
  
- \_\_\_ **Architectural drawings**: Drawn elevations to scale of **1/4" = 1'**. (drawings neat and legible) State square footage on plans and application with elevations of all structures; include heights of all structural levels. **NO ANGLE BRACING - NO FLAT ROOFS**
  
- \_\_\_ **Bulkhead and Boat Docks**: Elevations shown on ALL structures; including boat docks & flow easement to bulkhead dimensions. Show ALL dimensions and distances from bulkhead.
  
- \_\_\_ **Pilings**: Drawn on plans with dimensions; include allowance for structural eaves and **NO** encroachments on setback lines. **ROUND PILINGS NOT ALLOWED**
  
- \_\_\_ **Property line dimensions**: Show front, sides, and rear property lines clearly on the drawings; dimensions should reflect "RECORDED PLAT" AND "SURVEY" of the property.
  
- \_\_\_ **Building "setback" lines**: Show **all four setback lines** and easements clearly on site/plot plan; **NO** structural encroachments into building setback lines or any other easements.  
**MINIMUM SIDE SETBACKS: FIVE (5) FEET**
  
- \_\_\_ **"Footprint"**: Architectural drawings should include any other planned improvement(s) i.e., residence, garage, outbuilding, driveway, culvert, septic system, pools, fences, monuments, lighting design, etc..
  
- \_\_\_ **Culvert (s)**: Show design, along with dimensions, location and overall length; include culvert diameter and type of end treatment being proposed, if applicable; **State materials of construction** i.e. concrete, crushed rock, masonry, etc..
  
- \_\_\_ **Driveway**: Drawn dimensions on the site/plot plan. The driveway width and centerline clearly located with dimensions from one of the side property lines. **Driveway materials of construction** proposed.  
**DRIVEWAY MINIMUM WIDTH - 18-FEET AND MUST BE CONCRETE**
  
- \_\_\_ **County/City Building Permits**: **All** Approved Building Permits and original Green Committee card must be posted at front of property prior to or at time construction starts.
  
- \_\_\_ **Samples**: Submit with application **ALL** colors (house, buildings, fences, etc..).

COMMENTS:
