THE WOODLANDS TOWNSHIP * THE WOODLANDS, TEXAS 77381
2801 Technology Forest Blvd. * 281-210-3973 * Web site www.thewoodlandstownship-tx.gov

2.0 Home/Garage Construction (e.g. Room Additions, Conversions & Remodeling etc.) **Application Form**	**Legal description: Village_____ Lot____Blk____Sec_____** **Address: _____** **Owner: _____** **Phone (Res) :_____(Day): _____** **Fax: _____Other phone: _____** **E-mail:_____** **Estimated Start Date:_____** **Contractor Company Name:_____** **Contractor's Phone:_____** **Contractor's Address:_____** **Contractor's E-mail:_____**

HOW TO APPLY

1. Complete and sign this application (please reference the Compliance Deposit / Inspection Fee Schedule).
2. Attach a scaled copy of the property survey noting the location of the proposed improvement, also to scale. If the survey and/or drawings are greater than 11"x17" a digital copy must be submitted.
3. Provide drawings with dimensions of the proposed improvement in 1/4" or 1/8" scale.
4. Please reference The Woodlands Residential Development Standards at www.thewoodlandstownship-tx.gov, for sealed plan requirements.
5. All permits will be emailed. Homeowner email is required.
6. Visit our web site to check the posted agendas of the Plan Review Committee meetings at www.thewoodlandstownship-tx.gov. Submission **does not** guarantee posting on the upcoming Agenda.

	APPLICANT INFORMATION - PLEASE PROVIDE THE FOLLOWING:
	Are any trees over 6 inches in diameter as measured 2 feet from natural grade proposed for removal? (**yes/no**) If yes, how many? _____ Please indicate the location of the trees on the scaled property survey.
	Please describe what the proposed improvement will be used for _____
	Will the proposed improvement enclose windows or doors (**yes/no**)
	Specifications: Existing Living Area _____ sq. ft. + Proposed Living Area _____ sq. ft. = **Total** _____ sq. ft. Please indicate where Existing Living Area sq. ft. originated from _____
	Proposed additional Hard Surface Area _____sq. ft.
	Does the proposal include electrical wiring, plumbing (including gas lines)? **Circle all that apply**
	Enclosed storage space maintained? (**yes/no**) Will there be 120 sq. ft. of storage space available? (**yes/no**)
	What is the height of the foundation above natural grade? _____.
	Construction Materials (**please complete all that apply**): ❖ SIDING Type: _____Color _____ Matches dwelling? (**yes/no**) ❖ BRICK Type: _____ Color _____ Matches dwelling? (**yes/no**) ❖ STONE Type: _____ Color_____ Matches dwelling? (**yes/no**) ❖ ROOF Type: _____Color _____ Matches dwelling? (**yes/no**) ❖ STUCCO Type: _____Color _____ Matches dwelling? (**yes/no**) ❖ ROOF STACKS & VENTS: Location _____ Color _____ ❖ SCREENS: Color_____ ❖ SKYLIGHTS & SOLAR COLLECTORS: Location _____ Color_____

	❖ OTHER MATERIALS (please explain fully): _____ _____

The undersigned certifies that the plans comply with the International Residential Code and the Residential Development Standards of The Woodlands:

_____
Property Address

_____
Type of Improvement

_____ **Date of most recent plans or revisions**	_____ **Date of most recent plans or revisions**
_____ **Number of Pages**	_____ **Number of Pages**
_____ Certifying Architect, Designer or Structural Engineer **Printed Name**	_____ Certifying Architect, Designer or Structural Engineer **Printed Name**
_____ Certifying Architect, Designer or Structural Engineer **Signature**	_____ Certifying Architect, Designer or Structural Engineer **Signature**
_____ **License Number**	_____ **License Number**
_____ **Date**	_____ **Date**

OWNER CERTIFICATION AND HOLD HARMLESS AGREEMENTS

1. **The information set out above and included with this Application is accurate and complete.**
2. **The improvements will be completed in accordance with the approved application.**
3. **The improvements will not affect existing surface water flows at the lot boundaries.**
4. **Agents or employees of The Woodlands Township have my permission to enter the property during normal business hours.**
5. **Construction is not to begin until approval has been received from the Plan Review Committee.**

Owner understands that The Woodlands Township does not review plans for compliance with applicable laws or codes, and that it is the duty of the owner and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold The Woodlands Township, The Development Standards Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

_____ _____

Owner Signature **Date** **Contractor Signature (optional)** **Date**

NOTE: Construction must be completed within 120 days of Plan Approval

(For Office Use Only)

Staff Approval Verification
Date _____ *Int.*_____ *Int.* _____

_____
_____
_____
_____
_____
_____

Committee Action _____
(date)
_____ Approved _____ Deferred
_____ Conditionally Approved _____ Returned
_____ Disapproved

_____
_____
_____
_____
_____
_____

Supplemental Action _____
(date)
_____ Approved _____ Deferred
_____ Conditionally Approved _____ Returned

_____
_____
_____
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_____

Waiver and Release of Liability: Covenants and Easements

Improvements, including but not limited to swimming pools, associated walls, decking, spas, room additions, and summer kitchens may not be located within a covenant easement, additional easement, or beyond a platted building line. Any improvement constructed within an easement without the consent of the easement holder is subject to removal by that easement holder. Any action by the Plan Review Committees as established in the Residential Development Standards, only applies to the Covenant Easements. The owner must contact the additional entities for approval within an easement. Placement of the improvements is at the owner's risk. ALL EASEMENTS, including but not limited to Covenants and Center Point Energy Easements must be verified and reflected on application materials, which includes but is not limited to surveys. Any improvements must comply with all Covenants and Easements.

Homeowner/Contractor Checklist:

- Verify all Covenants and Easements applicable to your property.
- Ensure all Covenants and Easements are represented on your survey and associated materials.
- Clearly mark improvements in relation to the **Covenant Easement**.
- Clearly mark improvements in relation to the **CenterPoint Energy Easement**.
- Ensure all application materials accurately and completely account for these Covenants and Easements.

Owner understands that it is the duty of the owner and the owner's contractors, consultants, and/or agents to design and construct the proposed improvements according to applicable laws, code, and sound practices. In consideration of being able to propose residential improvements, Owner hereby releases, waives, discharges, covenants not to sue, and agrees to hold The Woodlands Township, The Plan Review Committees, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements and to indemnify the releasees and each of them from any loss, liability, damage, claim or demand, or cost on account of the proposed improvements.

_____ _____

Owner Signature Date Contractor Signature (optional) Date

Refundable Compliance Deposit

Owner: ___________________________________ Contractor: ____________________________________
Address: ____
Legal Description: Village: _____________________________ Lot _______ Block _______ Section_______

The Owner agrees that monies submitted in the sum of $________ is a compliance deposit. The compliance deposit will not be refunded unless the project has met all requirements, including inspections and conditions. Failure to meet these requirements may result in the forfeiture of the entire or portion thereof, compliance deposit. Failure to request the required inspections and complete the project within 120 days of plan approval will result in forfeiture of the entire deposit.

____ ____

Owner Signature Contractor Signature (optional)

Date Received: _______ Cash ☐ check ☐ #:___________ by: ______________________________________
Staff Signature

- -

☐ Check request ☐ Forfeiture

Pay to:_____________________________

____

____

Reason for refund and/or forfeiture:

☐ Final Inspection Received

☐ App Withdrawn

☐ Other: ______________________

- -

Total Deposit Received $______________

Inspection Fee Paid Out $______________

Forfeiture Amount $______________

Total To Be Refunded $______________

Description: ____________________

Department: Covenant Administration

Account Code: 100-2310

Reviewed by: ________________________________ date_______________

Authorized by:_______________________________ date________________

Accounting Manager:_________________________ date________________

The Woodlands Township
Compliance Deposit Schedule

Pools and spas, Home/garage construction, garage conversion, room addition, attic conversion, cabanas, etc.*

$425 base compliance deposit
$75 for any additional improvements

Examples:

Pool $425 + fire pit $75 + pergola $75 = $575 total compliance deposit
Room addition $425 + attic conversion $75 = $500 total compliance deposit

Patio covers, pergola/arbor with electric and/or attached to homes, gazebo, etc.*

$125 base compliance deposit
$75 for any additional improvements

Examples:

Patio cover $125 + summer kitchen $75 + fireplace $75 = $275 total compliance deposit
Pergola $125 + fire pit $75 = $200 total compliance deposit

Pergola/arbor with electric and not attached, fire pit, fireplace, summer kitchen, fountain, etc.*

$75 base compliance deposit
$75 for any additional improvements

Examples:

Arbor $75 + fountain/water feature $75 = $150 total compliance deposit
Fire pit $75 + summer kitchen $75 + pizza oven $75 = $225 total compliance deposit

Additional applications requiring inspection, i.e. generators, pool barriers, air conditioning units, outdoor spiral staircases, motorized awnings, etc.*

$75 base compliance deposit
$75 for any additional improvements

*This list is not all inclusive. If you have questions on the required compliance deposit, please contact our office at 281-210-3973.