

**2.1 Home Improvement-
 Incidental**

Application Form

Legal description: Village _____ Sec ____ Blk ____ Lot _____
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.thewoodlandstowship-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.thewoodlandstowship-tx.gov. Submission **does not** guarantee posting on the upcoming Agenda.

APPLICANT INFORMATION – PLEASE PROVIDE THE FOLLOWING:	
	Lot type (circle all that apply): Corner, cul-de-sac, interior, lake, golf course, border on major thoroughfare or greenbelt, other _____
	Dwelling type (circle one): Single-family, patio home, townhome, condominium, other _____
	If you are a patio home/town home or condominium, please specify the additional home owner's association _____. Plans for these projects should be reviewed and an action taken by the sub home owner's association prior to review by the Plan Review Committees.
	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 property survey.
	Will the proposed improvement be located within any easement or beyond any platted building lines? (yes / no)
	Improvement Type (circle all that apply): Awnings, burglar alarms, doors, garage door, gutters & downspouts, roof stacks & vents, security bars, shutters, skylight, smoke detectors, solar collectors, storm doors, windows, window coverings, window screens, other _____
	Describe the improvement, including the size, colors, and materials proposed: _____ _____

OWNER CERTIFICATION AND HOLD HARMLESS AGREEMENT

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/Installation of the project specified in this application, may not begin until the action by the Plan Review Committee is granted and a permit has been issued by The Woodlands Township's Covenant Administration Department.

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

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
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Refundable Compliance Deposit

Owner: _____ Contractor: _____
Address: _____
Legal Description: Village: _____ Sec _____ Block _____ Lot _____

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 Reason for refund and/or forfeiture:
Pay to: _____ Final Inspection Received
_____ App Withdrawn
_____ Other: _____

Total Deposit Received \$ _____ Description: _____
Inspection Fee Paid Out \$ _____ Department: Covenant Administration
Forfeiture Amount \$ _____ Account Code: 100-2310
Total To Be Refunded \$ _____

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.