2.12 Signs & Flags on Residential Lots **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.
2. Provide brochures, drawings, or photographs of the sign and/or flag noting dimensions. To speed processing, provide as much information as possible.
3. Attach a copy of your property survey noting to scale the location of the proposed sign and /or flag.
4. All permits will be emailed. Homeowner email required.
5. Please 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 the ground proposed for removal? (**yes/no**) If yes, how many? _____ Please indicate the location of the trees on the property survey.
	Does the proposed improvement respect the required easements, set back and building lines? (**yes/no**)
	Type of improvement proposed (**circle all that apply**): address sign, lighted address sign, real estate sign, contractor's sign, safety sign, youth activity sign, flag, other _____.
	Flag Specifications: Overall height of pole when installed (from grade to peak): _____ ft. Distance from dwelling: _____ ft. Pole type (**please circle**): aluminum, steel, plastic, other _____. Pole color:_____ Accent or trim? Explain_____ Accent lights? Explain_____
	Sign Specifications: Dimensions: height _____ length _____ width _____. Overall height from grade to sign peak when mounted: _____ ft. Distance from dwelling: _____ ft. Is the proposed sign one or two sided? _____ Proposed sign colors: background _____ trim or accent _____ lettering _____ Accent lights? Explain_____

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

_____
_____
_____
_____

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