THE WOODLANDS
TOWNSHIP

How to Apply for an Improvement to Your Property

1. Complete and sign an application form. Applications are available from The Woodlands Township web site, www.thewoodlandstownship-tx.gov. If an application form for your project is not available or you are unsure of which form to complete, please contact the Covenant Administration Department for assistance. The Covenant Administration Department is available by phone at 281-210-3973 or by e-mail at covad@thewoodlandstownship-tx.gov. The application requires the homeowner's signature.

2. Review the Residential Development Standards on the Township website. Certain applications require the submission of a brochure, photograph or drawings for your proposed improvements. Major projects such as remodeling, home additions, swimming pools and spas require specifications, detailed plans and compliance with the currently adopted code. A copy of The International Residential Building Code is available at the Covenant Administration Department located at The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas 77381.

3. Provide a scaled copy of your property survey noting the location of the proposed improvements. All surveys should be submitted in standard engineering scale (10, 20, 30, 40, 50 or 60).

4. Provide a scaled copy of your plan and elevation drawings. All plans should be submitted in standard architectural scale. To speed processing, provide as much information as possible.

5. A schedule of the Plan Review Committee meetings can be found on the Township website, by accessing the Covenant Administration Departments> Residential Design Review Committees or > Development Standards Committee.

The Covenant Administration Department staff is available to assist you with your application Monday through Friday, 8 a.m. to 5:30 p.m. You may contact us at:

The Woodlands Township Service Center
2801 Technology Forest Boulevard,
The Woodlands, Texas 77381

Office: 281-210-3973

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