

<p><b>2.1 Home Improvement- Incidental</b></p> <p><b>Application Form</b></p>	<p><b>Legal description:</b> Village _____ Sec _____ Blk _____ Lot _____</p> <p><b>Address:</b> _____</p> <p><b>Owner:</b> _____</p> <p><b>Phone (Res):</b> _____ <b>(Day):</b> _____</p> <p><b>Fax:</b> _____ <b>Other phone:</b> _____</p> <p><b>E-mail:</b> _____</p> <p><b>Estimated Start Date:</b> _____</p> <p><b>Contractor Company Name:</b> _____</p> <p><b>Contractor's Phone:</b> _____</p> <p><b>Contractor's Address:</b> _____</p> <p><b>Contractor's E-mail:</b> _____</p>
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**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](http://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](http://www.thewoodlandstowship-tx.gov). Submission **does not** guarantee posting on the upcoming Agenda.

<b>APPLICANT INFORMATION – PLEASE PROVIDE THE FOLLOWING:</b>	
	<p><b>Lot type (circle all that apply):</b> Corner, cul-de-sac, interior, lake, golf course, border on major thoroughfare or greenbelt, other _____</p>
	<p><b>Dwelling type (circle one):</b> Single-family, patio home, townhome, condominium, other _____</p>
	<p>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.</p>
	<p>Are any trees over 6 inches in diameter as measured 2 feet from natural grade proposed for removal? <b>(yes / no)</b> If yes, how many? _____ Please indicate the location of the trees on the property survey.</p>
	<p>Will the proposed improvement be located within any easement or beyond any platted building lines? <b>(yes / no)</b></p>
	<p><b>Improvement Type (circle all that apply):</b> Awnings, burglar alarms, doors, garage door, gutters &amp; downspouts, roof stacks &amp; vents, security bars, shutters, skylight, smoke detectors, solar collectors, storm doors, windows, window coverings, window screens, other _____</p>
	<p>Describe the improvement, including the size, colors, and materials proposed: _____</p> <p>_____</p>

**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**

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(For Office Use Only)

*Staff Approval Verification*

Date \_\_\_\_\_ Int. \_\_\_\_\_ Int. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

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

## 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

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 Check request

Forfeiture

Reason for refund and/or forfeiture:

Pay to: \_\_\_\_\_

Final Inspection Received

App Withdrawn

Other: \_\_\_\_\_

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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. All compliance deposits must be paid by the homeowner, refunds will only be issued to the homeowner. If you have questions on the required compliance deposit, please contact our office at 281-210-3973.