



**ESTATES OF WATERFORD PROPERTY OWNERS ASSOCIATION**  
**DEVELOPMENT AND CONSTRUCTION STANDARDS AND GUIDELINES**

DEVELOPMENT AND CONSTRUCTION STANDARDS AND GUIDELINES (INCLUDING ARCHITECTURAL SITE AND LANDSCAPE STANDARDS) AND DESIGN REVIEW PROCEDURES FOR ALL SINGLE FAMILY CONSTRUCTION IN THE ESTATES OF WATERFORD SUBDIVISION.

**I. Introduction**

The Development and Construction Standards, Development Guidelines and Design Review Procedures ("Design Guidelines") are part of the restrictions governing the development of The Estates of Waterford. These Design Guidelines will serve as the framework of design concepts, with the flexibility to guide the designs for a wide-range of architectural styles. These Design Guidelines also set forth procedures to insure performance and implement quality standards. Re-evaluation and updating of the criteria will occur as deemed necessary.

These Design Guidelines deal with both site and development concepts. As necessary, certain details of construction are discussed to enhance the architectural quality and aesthetic value of The Estates of Waterford subdivision. To ensure compliance with the concepts and standards outlined in these Design Guidelines, a review process has been formulated and included to guide the development of Estates of Waterford.

These Design Guidelines do not create rights in any third party or bind Southern Investments LLC., (the "Developer"), or Estates of Waterford Property Owners Association, Inc., (the "Association"). The Developer and the Homeowners Association expressly reserve the right to modify or amend these Design Guidelines or to waive the application of any particular provision of them.

In the event of any conflict between the terms of these Design Guidelines and the terms of the Declaration of Protective Covenants, Conditions and Restrictions for Estates of Waterford as amended or supplemented from time to time (the "Declaration"), the terms of the Declaration shall control.

## II. Design Review Procedure

**A. The New Construction Committee.** The New Construction Committee ("NCC") has been formed to promulgate these Design Guidelines and the application and review procedures for new construction and to maintain the approved list of Builders allowed to build in the Estates of Waterford project. The NCC shall consist of three (3) to five (5) members appointed by Developer. Members will be selected to create a balance of lay people and professionals with experience in architecture, construction and landscaping. Each member of the NCC shall have an equal vote, and the majority of all members of the NCC shall constitute a decision for approval or denial of an application. The NCC shall meet to review applications at least once a month, or more often as needed. The NCC will be controlled by the Developer until the Developer turns over control of the NCC to the Homeowners Association.

**B. Purpose of the NCC.** The purpose of the NCC is to assure the protection of the covenants, the environment, and individual property values through the establishment of high standards of architectural review. In order to accomplish this objective, the NCC reviews applications for all new construction including landscaping and maintains the list of Approved Builders allowed to build in The Estates of Waterford. Each application is evaluated on its own merits. The NCC will use published standards and guidelines for purposes of review, but may individually consider the merits of any design due to special conditions that in the opinion of the NCC, provide benefits to the adjacent lots, the specific lot, or to the community as a whole. The NCC may also consider the lack of conformity of a design as objectionable to the Estates of Waterford community as a whole. The NCC does not seek to restrict individual creativity or preferences, but rather to maintain within the overall Estates of Waterford, the aesthetic relationship between homes and natural amenities.

**C. The Modification Committee.** The Board of Directors of the Association may appoint a Modifications Committee ("MC"). The MC, if appointed, shall have jurisdiction over modifications, additions or alterations made on existing residential improvements. The MC may establish rules, procedures and standards to govern its area of responsibility and practice. Until such time as the MC is appointed, the NCC shall have jurisdiction over any modifications, additions or alterations made on existing residential improvements. Until such time as the MC or the NCC establishes different standards, rules and procedures to govern such areas, the standards, rules and procedures in these Design Guidelines governing new construction shall, except to the extent waived by the NCC or the MC, be applied to govern modifications.

**D. Approved Builders.** The NCC shall maintain a list of Approved Builders. Only builders on the approved list will be allowed to construct new homes in The Estates of Waterford.

**E. Design Review Process.** The following is an outline of the design review process, its conferences, approvals and submittal requirements. The sequence of submittals may be altered subject to approval by the NCC or the MC. If necessary, intermediate reviews and meetings may be requested at the discretion of the NCC or the MC. All conferences, approvals and submittal requirements set out below are requirements to be complied with before any clearing, grading, cutting, landscaping, or cutting of trees, underbrush or understory takes place, unless waived by the NCC or the MC, as the case may be, in its sole discretion. The NCC or the MC will, at the request of the owner, meet with the owner and/or his representative to discuss the schedule and design review process.

1. **Application for Homesite Construction.** Each lot owner desiring to build a new single family residence on a lot within The Estates of Waterford must submit to the NCC, through one of the Approved Builders, a fully completed Application for Homesite Construction (Attachment A), together with the applicable application fee.
2. **Application for Additions, Improvements, Alterations or Modification.** Each owner of a unit or lot who plans to add to or modify in any manner or respect any structure, the exterior of any structure or the grading, excavating, tree removal, landscaping or other change to the property must first submit an Application for Addition, Improvement, Alternation or Modification (Attachment B) to the NCC or the MC, as the case may be prior to making any such addition or change. The primary goal of this design review procedures is to determine whether the proposed addition or modification conforms to the development standards and architectural criteria adopted by the NCC or the MC, as the case may be, and is in harmony with the overall design of the Estates of Waterford community.
3. **Commencement of Construction.** An approved Builder must begin construction within ninety (90) days after the date of the approval of the Builder's application or forfeit all approvals, in which event, a new application must be submitted and approval obtained before commencement of construction. For purposes hereof, the phrase "commencement of construction" shall mean the pouring of the footers, or in the event of an addition, improvement, alteration or modification such event as may be determined by the NCC or the MC. In addition, construction must be completed and a Certificate of Occupancy obtained within 240 days of commencement of construction as defined as above.
4. **Variances.** All variance requests shall be made in writing. Any variance granted shall be considered unique and will not set any precedent for future decisions.

5. **Construction Reviews.** The NCC or the MC, as the case may be, shall have the right to review the construction process in order to insure to conformance with the approved application and the standards set forth in these design guidelines.
6. **Retainer/Modification Fees.** All applicants for homesite construction or an addition, improvement or modification will be charged an application fee of \$1,500.00 (one thousand five hundred dollars and zero cents) at the time of application in accordance with the fee and deposit schedule attached as Attachment C, as the same may be amended from time to time. Should said retainer be exhausted during construction then the applicant is required to submit any and all additional charges for damages to Association easements and/or property upon completion of the project. The fee is refundable if no damages are done to Association easements and/or property.

### III. Development and Construction Standards and Guidelines

The following standards and guidelines shall apply to any and all construction, improvement, alteration of any structure, to any change to the exterior of any structure, and to grading, excavating, tree removal, landscaping or any other change to the grounds of a single-family homesite (lot) within The Estates of Waterford community.

**A. Start of Construction.** No lot clearing or placement of portable toilets will be permitted until all required governmental permits are obtained and formal written approval of the NCC or the MC has been granted.

**B. Construction Hours.** Construction working hours shall be from 7:00 am to 10:00 pm, Monday through Saturday, except on certain holidays. Additional hours may be provided upon approval of the NCC or the MC.

**C. Site Clean-Up.** All construction sites must be maintained in a neat and orderly fashion. Trash from construction work will be contained in a trash dumpster or suitable method that will assure constant containment and stockpiling of the trash until removal from the site. The Builder is responsible for trash that blows off the site and shall retrieve such trash immediately. There will be no stockpiling or dumping on adjacent lots or on streets. Trash not removed will be removed by the Developer and billed to the responsible contractor or sub-contractor. Contractors will use only the utilities provided on the immediate site on which they are working. Dumpsters are not to be overfilled and regular dumping must be scheduled.

**D. Clearing of Site.** All vegetation on the site shall be preserved where at all possible. Plants, vegetation and trees directly within the planned structure, roof overhangs, or driveway shall be removed only after prior written approval of the NCC or the MC. Any plants, vegetation or trees uprooted or cut down on the job site shall be removed from the job site and from The Estates of Waterford community as soon as is practical but no later than five working days.

**E. Builder's Signage.** During construction, one standard sign approved by the Developer shall be allowed within the front set- back of the lot to help sub-contractors and others locate the particular lot within the development. This sign must be removed upon issuance of the Certificate of Occupancy unless the home was built for sale.

**F. Construction Damage.** Any damage to streets and curbs, drainage inlets, sidewalks, street lights, street markers, mailboxes, walls, etc., may, at the Association's election, be repaired by the Association and billed back to the owner for which the construction was completed should the Retainer not have sufficient funding to cover the damages.

**G. Construction Spillages.** Operators of vehicles are requested to see that they do not spill any damaging material while within the Estates of Waterford community. If spillage of a load occurs, Builders/Owners are responsible for cleaning up. Clean-ups done by the Association will be billed back to the owner for which the construction spillage occurred should the Retainer not have sufficient funding to cover the expense of the clean-up. Please report any spills as soon as possible.

**H. Telephone/Cable TV Lines.** If any telephone, cable television, electrical, water, etc. lines are cut, it is the contractor's responsibility to report the accident to the Association within 30 minutes. The Contractor should contact the appropriate parties for immediate correction.

**I. Construction Site Appearance.** All personnel working in The Estates of Waterford community are to keep all areas in which they work free of discarded materials such as lunch bags and odd materials. Objects should not be thrown out of cars and trucks. Construction dumpsters should be replaced immediately when full.

**J. Loud Noises Levels.** Loud radios or noise will not be allowed within The Estates of Waterford community. This is distracting and discomforting to property owners. Normal radio levels are acceptable. Do not mount speakers on vehicles or outside of homes under construction.



**K. Personnel.** No children will be permitted on the property unless they are bona fide workers. No alcoholic beverages are permitted on the property. Contractor personnel will not be permitted to bring pets on the property.

#### IV. Design and Development Guidelines

The Following guidelines shall apply to any and all single family construction, improvement, or alteration of any structure, to any change to the exterior of any structure, and to grading, excavating, tree removal, landscaping or any other change to the grounds of a lot within The Estates of Waterford community.

**A. Architectural Design.** Each architectural design shall be considered on an individual basis with specific emphasis on impact and harmony with surrounding homes and styles. No one particular architectural design is mandated. All designs, however, must be traditional in style and executed with emphasis on authentic materials.

**B. Elevations.** All elevation treatments shall follow the common architectural design of the residence as nearly as possible. The elevation treatment of each residence will be considered on an individual basis as to conformity with surrounding homes and styles. Elevation approval shall consist of review of front, side and rear elevations. The finished floor elevation shall be a minimum of 18" above the crown of the road.

**C. Exterior Material and Colors.** Artificial, simulated, or imitation materials (e.g. aluminum siding, simulated brick, etc.) are not permitted on the exteriors of a residence. The following exterior materials, in most cases, are acceptable and appropriate; provided, however, they are consistent with the architectural design:

1. Stucco – smooth or textured finish; or
2. Masonry – stone, brick, split rock, and ceramic; or
3. Metals – factory finished durable anodized or baked on enamel, wrought iron, or copper; or
4. Wood – timbers, boards, board and batten, tongue and groove, solid wood siding and roughsawn lumber.

Exterior colors and textures which in the opinion of the NCC or the MC would be inharmonious, discordant or incongruous shall not be permitted including but not limited to. The color of roofs, exterior walls, doors and trims shall be integral to, and harmonious with, the exterior color scheme of the residence. Bright colors, other than white, are prohibited at the discretion of the NCC or the MC as a dominant color of the residence.

The NCC shall have final approval of all exterior color plans and each owner must submit to the NCC prior to initial construction and development on any lot, a color plan and a materials sample board to include stucco, fascia, soffit, decking, pavers, roof tile or shingles, and any building highlights, etc. If a color board is not available at that time, the minimum requirement is submission within 30 days after permitting; provided, however, in no event may any colors be applied; prior to approval by the NCC.

Repainting your home the existing colors will not require permission of the Modification Committee.

**D. Roofs.** Dimensional shingles, tile or cement tile are the required roof materials on all roofs. Roof color shall be an integral part of the exterior color scheme of the residence. Roof shingles must be 30 year life.

The fascia and roof overhangs must be in proportion and blend with the rest of the residence.

**E. Gutters and Downspouts.** Gutters and downspouts shall be painted to match the color of the surface to which they are attached. Storm water flow must be directed to, and conform with, the approved drainage plan and requirements so as not to affect adjacent property.

**F. Skylights and Solar Collectors.** Skylights should have a low profile, preferably be flat or with a slight curve and should be installed so they are parallel with the roof ridge and edges. The skylight frame should be painted to match the color of the roof.

Solar collectors on pitched roofs must lie flat on the roof and be placed so that the edges are parallel with and perpendicular to the roof ridge and edges. No part of the installation may be visible above the ridge line. Support brackets, collector frames and exposed pipes should be painted the roof color and any pipes, wires and control devices should be concealed. Collectors located on the side of a building or on the ground must be harmoniously integrated with the building or the topography. Large solar arrays designed to provide the primary heating source for a building should appear to be integral with the building. Collectors are not to be placed in front of the property.

**G. Windows, Doors, Awnings and Shutters.** Unfinished aluminum, bright finished, or bright plated metal on exterior doors, windows, frames, screens, louvers, exterior trim or structural members shall not be permitted. Metal frames shall be either anodized or electrostatically painted, and be in harmony with the exterior color and texture of the residence. Wood frames must be painted, sealed or stained.

Screen doors should not detract from or alter the appearance of the entryways. The screen doors should be painted to match the color of the door it fronts or, in some situations, painted to match the color of substantial door trim.

The use of reflective tinting or mirror finishes on windows is prohibited. Jalousie windows and doors shall not be permitted.

Awnings, canopies, and shutters shall not be permitted or affixed to the exterior of the residence without prior approval of the NCC or the MC.

Awnings, canopies must have straight forward design and be consistent with the architectural style and scale of the residence to which they will be attached. The color of the fabric must be compatible with the existing building colors, and any exposed frames must be painted to match the trim or the dominant color of the building. If the awning is removed, any and all exposed frames supporting the awning must be removed as well. Metal, vinyl or other plastic fabric shade material will not be permitted.

**H. Screened Porches, Enclosures and Patios.** If pool areas are to be enclosed, screened cages are encouraged but green colored screens are prohibited. No screening of pool areas may extend beyond a line extended and aligned with the side walls of the dwelling unless approved by the NCC or the MC, and the screened cage must not exceed a height of the ridgeline of the roof. All screen framing, doors, door frames, and structural portions of the enclosures shall be anodized or electrostatically painted in black or a color in harmony with the exterior color and texture of the residence.

**I. Decks.** A deck has a significant impact on the appearance of a house. Decks may also affect the privacy and right of enjoyment of adjacent residents. These two factors are weighted heavily in the review of decks.

The deck must be located at the rear of the house. The configuration, detail and railing design of a deck should relate harmoniously with the architectural style of the house.

Wood decks must be constructed with rot-resistant wood and, in many cases, may be left to weather naturally. In some instances, the NCC or the MC, as the case may be, will require that the decks be stained



to coordinate with the neighborhood design or to help integrate the deck with the house. If decks are stained, the color must relate to the colors of the house.

A skirt board must be constructed and landscape planting should be provided to screen structural elements and to soften the structure visually.

**J. Garages, Driveways and Walkways.** Each single family detached residence must have a private, fully enclosed garage for not less than two (2) or more than four (4) cars. Conversion of any garage to living area shall be prohibited. Garages shall be attached and part of the main dwelling and in keeping with the architectural style of the residence. Carports are not permitted.

Double garage doors shall be a minimum of sixteen (16) feet in width and doors for individual stalls shall be a minimum of eight (8) feet in width. All garage doors must be in keeping with the architectural style and material used on the residence. **Garage doors with see through glass are prohibited.** Automatic garage door openers are required on all overhead doors.

Finished concrete, pattern concrete, bomanite, pavers, and impregnated stone finishes are permitted. Other driveways may also be constructed of brick or interlocking pavers but must be of a stable and permanent construction. Asphalt, blacktop, stained concrete and epoxy bonded aggregate are prohibited.

Circular driveways shall be permitted on a lot by lot basis. Curb side parking is not permitted, with the exception of formal gatherings which may occur on an occasional basis. No campers, trailers, boats, or recreational vehicles are permitted to be parked overnight unless they are fully enclosed within the garage. Driveways will have an electric actuated two part swing gate.

A public sidewalk must be constructed by the owners to be completed prior to receipt of certificate of occupancy on the lots that are shown on the construction plans approved by the City of Missouri City. Specifications for the sidewalk are as follows: Located one (1) foot inside the right-of-way, 5 feet in width, 4 inches thickness, 3000 PSI, broom finished concrete, saw-cut every 10 feet.

**K. Privacy fences** attached to the house as well as other fencing will be considered on an individual basis. A wrought iron privacy fence may be installed on the property lines. Fencing shall be free standing and not varying from the property line. All privacy fencing shall be four (4) feet tall between homes and six (6) feet tall on the front of each home.

The location of all fences must be approved by the NCC or the MC prior to installation. Decorative entry walls, entry gates, courtyard walls, surrounding and abutting pool decks are considered structures appurtenant to the residence and may be allowed within the building set-back.

Only on-site custom built fencing will be permitted and the fencing contractor and fencing material must be approved by the NCC or the MC prior to construction and installation. Fencing should relate to materials, colors, and architectural style of the building. Gates must match the fencing in design, material, height, and color. The top of a gate must be in aesthetic agreement with surrounding gates.

No Wood fencing allowed on individual home sites except for Estates of Waterford boundary lines.

Landscaping must be provided along the outside of all walls and fences that occur within the buildable set-back line to soften the visual impact of the wall and/or fence. Whenever possible, fences should be located so that trees do not have to be removed.

All electrical and mechanical equipment and other utility devices must be fenced, walled or screened. They may not extend into set-back unless approved by the NCC or the Modification Committee.

All proposed walls and fences must be submitted to the Modifications Committee and will continue to be permitted or declined on an individual basis.

**L. Swimming Pools, Spas, and Hot Tubs.** Swimming pool design and construction details must be submitted for review and approved by the NCC or the MC. Details pertaining to privacy or visual separation must be included in the submittal.

All swimming pools must be in ground. Raised decks, spa areas, etc. shall not project more than two (2) feet above the finished grade. Pools shall not be permitted on the street side of the residence, nor shall any portion of the pool, decking or enclosure be permitted to extend outside the building set-back lines.

Mechanical equipment should be concealed by hedge vegetation, and/or located so as not to have an adverse effect on the use of adjacent property.

Spas/hot tubs shall be located in the rear yard away from adjacent property so that their use, presence, and noise of the mechanical equipment do not adversely affect the use of the adjacent property. They should be an integral part of a deck, patio, or landscaping. Mechanical equipment, pipes, and wiring must be

concealed. Spas/hot tubs must be screened from adjacent property and all of the understructure of spas/hot tubs which are set into above ground decks must be screened.

Private tennis courts are prohibited.

**M.** All exterior lighting must be approved by the NCC or the MC prior to any and all installation of said lighting. Exterior lighting, which in the opinion of the NCC would create a nuisance to the adjoining property owners, will not be permitted. Colored lighting is prohibited. White and yellow lights are acceptable in coach lights and post lights. Seasonal lighting is acceptable without written permission of the Board of Directors. Other lighting will be addressed on an individual basis when the Board of Directors receives a complaint.

**N.** Mail Boxes and House Numbers. No mailbox, newspaper box or other receptacle of any kind for use in the delivery of mail, newspapers, magazines or similar material shall be of a type other than that which will be designed by the Developer. The location of the address must be shown on the site plan when submitted and approved by the NCC.

#### V. Site Standards and Criteria

The following site standards and criteria shall apply to any and all lots within The Estates of Waterford community. To ensure preservation of the natural character of the site and to maintain and enhance the character of the lots, no construction or alteration of the site shall commence in any manner or respect until the NCC or the MC has approved the site plan.

**A.** Site Plan. A site plan shall be submitted to the NCC or the MC prior to any construction or alteration to the homesite for approval.

**B.** Grading and Drainage. No grading or clearing of trees shall be commenced until the site plan showing the nature and location of the work has been submitted to and approved by the NCC or the MC. Fill shall not be deposited at any location without the prior written approval of the NCC or the MC.

All buildings will be constructed at a minimum finished floor elevation of eighteen (18) inches above the crown of the road, or above the back of the curb on cul-de-sac lots.

Existing trees and vegetation shall not be disturbed by grading unless otherwise approved by the NCC or the MC. A protective skirting should be installed during construction.

Cuts and fills should be designed to complement the natural topography of the site.

The flow of water shall be directed to existing drainage structures in such a manner as not to allow run-off onto adjacent property. Existing drainage structure shall not be altered or affected in any way.

Paved areas shall be designed so that surface waters shall be collected at intervals in a manner that will not obstruct the movement of vehicular or pedestrian traffic and will not create puddles or ponding in paved or swale areas.

**C. Minimum Building Set-Back Requirements.** With the exception of driveways, walks, and mailboxes, no structures shall be allowed on any lot outside the building set-back lines. Minimum building set-back requirements are as follows:

Minimum Front Set Backs as shown on plat

Minimum Rear Set-Backs as shown on plat

Minimum Side Set-Backs as shown on plat

**D. Size of Residence.** The living area of each residence shall contain a minimum of 4000 square feet. Living area is defined as Heated and/or Air Conditioned areas and exclusive of garages, porches, patios and terraces.

The placement of the building within the set-back limitations shall be in the most advantageous position to ensure that no trees are unnecessarily disturbed and that the views and privacies of surrounding residences are not adversely affected.

**E. Maximum Heights.** The maximum height of a residence shall be thirty-five (35) feet with no more than two stories.

## **VI. Landscaping, Sod**

All lots shall be fully sodded, and the front of each house shall be landscaped in keeping with neighborhood standards.

## ATTACHMENT A REVIEW PROCEDURE FOR HOMESITE CONSTRUCTION

### 1. Phase One: Preliminary Review

The purpose of the Preliminary Review phase is to determine if the proposed structure meets the general criteria of acceptable design, size, setback, placement, and elevation. Approval by the NCC indicates acceptance of the preliminary plans and design, and allows the Builder to proceed to Phase Two where more specific information, final plans, material specifications, and colors are required. It does not, however, allow the Builder to commence construction.

The following must be submitted for this phase:

- (a) Application for Homesite Construction with the appropriate application fee.
- (b) Site Plan 91/8" = 1') showing property lines, easements, setbacks, placement of structure including driveways, sidewalks, patios, pool, walls appurtenant to the structure, existing grade, fill, finished elevation, and proposed drainage.
- (c) Floor Plans, Elevations, and Building Sections (1/4" = 1') showing elevations (all sides), detail wall sections, detail roof sections, pitch, material type, minimum first floor elevation.

Two sets of the above materials must be submitted to the NCC. The NCC will review the application and return one set of plans to the Builder with the appropriate comments within ten (10) business days.

### 2. Phase Two: Pre-Construction Review

The following must be submitted for this phase:

- (a) Final construction plans (two sets).
- (b) Material specification and sample board, for all exterior surfaces, showing type and sample of roofs, walls, facia and trim, windows, doors and garage doors, patios, decks, enclosures and driveways.
- (c) Exterior color plan, showing color samples and textures of all exterior surfaces. If a color board is not available at the time of submission, the minimum requirement is submission within 30 days after permitting; provided, however, in no event may any colors be applied prior to approval by the NCC>



(d) Mechanical equipment, solar panels, trash containers, etc. location and screening details.

\*Builder may, if he desires, submit all of the materials required for Phase 1 and Phase II simultaneously.

The NCC will review all above materials and return one set of plans to the Builder with the appropriate comments within ten (10) business days. The official date of receipt of all necessary submittals will be determined by the date entered on the "Receipt for Required Submittals" form. Approval by the NCC of the pre-construction phase submittal will allow the Builder to apply for the necessary permits and commence construction.

## APPLICATION FOR HOMESITE CONSTRUCTION

TO: Chairman, New Construction Committee  
Estates of Waterford

As required by the Declaration of Restrictions for Estates of Waterford, this application for homesite construction are hereby submitted for review by the New Construction Committee.

I understand that no construction shall commence in any manner or respect until approval by the New Construction Committee has been granted.

\_\_\_\_\_  
Applicant – (Approved Builder)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Lot \_\_\_\_\_ Address \_\_\_\_\_

Owner \_\_\_\_\_

Builder \_\_\_\_\_

Address \_\_\_\_\_

Phone/Email \_\_\_\_\_

Architect \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Phone/Email \_\_\_\_\_

This residence is being constructed (Check One):

As a Model \_\_\_\_\_ Spec Home \_\_\_\_\_ On Contract \_\_\_\_\_

## REQUIRED SUBMITTALS

Required for Application Review Phase (Check all items submitted):

\_\_\_ Site Plan (1/8 in) – 2 sets showing:

- a. Property lines, easements, and setbacks
- b. Placement of structure including driveways, sidewalks, patios, pool and walls appurtenant to the structure.
- c. Existing grade, fill, finished elevation and proposed drainage.

\_\_\_ Floor Plans (1/4 in) – 2 sets showing:

- a. Elevations, all sides
- b. Detail wall sections, detail roof sections, pitch, material type
- c. Minimum first floor elevation (provided by developer)

Required for Pre-Construction Review (Check all items submitted);

\_\_\_ Final Plans on all the above – 2 sets

\_\_\_ Exterior Material Specification and Sample Board. Type and sample of roofs, walls, facia and trim; windows, doors and garage doors, patios, decks, enclosures and driveways

\_\_\_ Exterior Color Plan showing color samples and textures of all exterior surfaces.

## GENERAL INFORMATION

# of Stories:

# of Bedrooms:

# of Baths:

Garage Cap:

Has this floor plan been previously approved for another lot? \_\_\_\_\_

If yes, which lot(s)? \_\_\_\_\_

Is the elevation substantially different in appearance? \_\_\_\_\_

Square Footage:

Air Conditioned 1st Floor \_\_\_\_\_

2nd Floor \_\_\_\_\_

3rd Floor \_\_\_\_\_

Other Entry \_\_\_\_\_

Lanai \_\_\_\_\_

Garage \_\_\_\_\_

Total Gross Sq. Footage \_\_\_\_\_

Setbacks

Front (20' Min) \_\_\_\_\_ Rear (10' Min) \_\_\_\_\_

Side (15' With 6' Min for non-cluster lots, 6' & 6' for cluster lots) \_\_\_\_\_

Height: \_\_\_\_\_ (35' Maximum)

Finished floor elevation

Exterior features (include color chips, materials, samples of product, photos, etc. with application)

COLOR/FINISH DESCRIPTION

Wood Siding \_\_\_\_\_

Stone \_\_\_\_\_

Brick \_\_\_\_\_

Stucco \_\_\_\_\_

Roofing \_\_\_\_\_

Facia \_\_\_\_\_

Soffit \_\_\_\_\_

Gutters \_\_\_\_\_

Chimney \_\_\_\_\_

Windows \_\_\_\_\_

Trim & Raised Bands \_\_\_\_\_

Entry Door \_\_\_\_\_

Patio Doors \_\_\_\_\_

Garage Door \_\_\_\_\_

Shutters, Awnings \_\_\_\_\_

Porch/Patio Floor \_\_\_\_\_

Pool Deck \_\_\_\_\_

Cage/Screening \_\_\_\_\_

Driveway \_\_\_\_\_

Entry Walk/Stoop \_\_\_\_\_

Planters \_\_\_\_\_

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## ATTACHMENT A

### Design Review Procedure for an Addition, Improvement or Modification

Application by a property owner for an addition, improvement, alteration, modification, or change to the existing property is a two-phase process as follows:

Phase One: Application and Review

Phase Two: Final Inspection

1. Phase One: Application and Review. The purpose of this phase is to determine if the proposed alternation conforms to the development standards and architectural criteria established by the NCC or the MC and that there will be no adverse effect to neighboring properties.

The applicant will be required to submit the following:

A. Application letter.

B. Detailed, thorough explanation of the proposed change, including plans, drawing, and any other pertinent information helpful to the NCC or the MC in its review.

Depending on the nature of the proposal, the NCC or the MC may also require specifications, material samples, color charts, spot surveys, or any other information deemed necessary for its review process, including approvals in writing from abutting property owners.

Once all required materials and information have been submitted, the NCC or the MC will review the application and forward a decision to the Applicant within ten (10) working days.

2. Phase Two: Final Inspection Immediately upon completion of the alteration, the Applicant shall notify the NCC or the MC who shall conduct a final inspection. Upon receipt of all required materials, and compliance with prior submittals, the NCC or the MC will grant final approval and return any deposits within thirty (30) days.

ATTACHMENT B

Application for an Addition, Improvement or Modification

TO: Chairman, New Construction Committee/Modification Committee  
ESTATES OF WATERFORD PROPERTY OWNERS ASSOCIATION

As required by the Declaration of Restrictions for Estates of Waterford, this application for an addition, improvement or modification are hereby submitted for review by the New Construction Committee (NCC) or the Modification Committee (MC), as the case may be.

I understand that no construction shall commence in any manner or respect until approval by the New Construction Committee or the Modification Committee has been granted.

\_\_\_\_\_  
Applicant

Date\_\_\_\_\_

\_\_\_\_\_  
Signature

Lot\_\_\_\_\_ Address\_\_\_\_\_

Builder\_\_\_\_\_

Address\_\_\_\_\_

Phone/Email\_\_\_\_\_

Architect\_\_\_\_\_ Phone\_\_\_\_\_

Address\_\_\_\_\_

Phone/Email\_\_\_\_\_

Anticipated Start Date\_\_\_\_\_ Anticipated Completion Date\_\_\_\_\_

## CERTIFICATION

These Development and Construction Standards And Guidelines were approved and adopted at a duly called and noticed meeting of the Board of Directors on this 21<sup>st</sup> day of SEPTEMBER, 2020.

By: 

President

Printed Name: RAYMOND G. SEWELL

THE STATE OF TEXAS

§

§

COUNTY OF FORT BEND

§

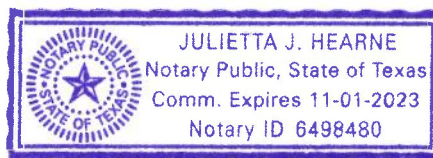
BEFORE ME, the undersigned authority, on this day personally appeared

Raymond G. Sewell, President of Estates of Water Property Owners Association known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledge to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL this 21<sup>st</sup> day of September, 2020.

  
NOTARY PUBLIC, STATE OF TEXAS

My Commission Expires: 11-01-2023



RETURNED AT COUNTER TO: Samara Drayden  
Marshall Management Group Inc  
4800 Sugar Grass Blvd Ste 140  
Stafford TX 77477



FILED AND RECORDED  
OFFICIAL PUBLIC RECORDS

*Laura Richard*

Laura Richard, County Clerk

Fort Bend County Texas

September 24, 2020 09:43:48 AM

FEE: \$96.00 JR

2020130341