

ROLLING FOREST PROPERTY OWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE

MAGNOLIA PROPERTY MANAGEMENT

950 S FRY RD
KATY TX 77450

281-599-0098 voice
281-599-0660 fax

PLAN REVIEW APPLICATION

EMAIL ADDRESS: _____

Review Fee: \$100.00
Deposit Fee: \$400.00
Total \$500.00
Check # _____

APPLICANT APPLICATION (COMPLETE)

DATE _____

- A. Owner _____ Phone: _____
B. Current Mailing Address: _____
C. Address after completion: _____
New Phone: _____
D. Builder: _____ Phone: _____
E. Address: _____
F. Section _____ Block: _____ Lot: _____
G. Description of Improvement: _____
H. Square Footage: _____
I. Exterior Materials: _____
J. Exterior Colors: _____
K. Start Date: _____ Projected Completion Date: _____
L. List the building set back lines (B.L.) which affect your lot:
Side (right) _____ ft. Side (Left) _____ ft.
Front _____ ft. Back _____ ft.
M. List easements which affect the lot:
Utility (UE) _____ ft. Circle: Side (right or left) front back
Drainage (DE) _____ ft. Circle: Side (right or left) front back
Spec Perm (SPE) _____ ft. Circle: Side (right or left) front back

Additional Information/Comments: _____

PLAN REVIEW PROCESS

All site or building construction or alterations or additions thereto, requires approval in writing from the Architectural Control Committee (ACC) **PRIOR** to construction. (See Deed Restrictions for more detail).

Please fill out the attached application form and submit three (3) sets of complete plans and specifications.

Plans **MUST** be mailed to:

Magnolia Property Management
950 S FRY RD
KATY TX 77450

The plan application requirements are as follows:

1. All plans with a copy of the county building and septic permit will be submitted to the Architectural Control Committee.
2. It is the owner's responsibility to determine all easements and setbacks that exist upon their property. No construction should occur within these easements.
3. If construction is not completed after plans have been approved within 6 months, an extension will need to be obtained, provided no changes have been made to the original design. If changes have been made to the original design, the Plan Review Application will have to be resubmitted. All building and septic permits must be in effect at the time of construction.
4. The Architectural Control Committee has 15 days from final submittal of plans and permits to approve the plans and authorize commencement of construction.
5. All Rolling Forest POA maintenance assessments must be current.
6. All improvements, modifications, and alterations require ACC approval. This covers new construction as well as but not limited to additions, fences, porches, storage buildings, pools and changes in house colors.

RESIDENTIAL PLAN STANDARDS

All plans and specifications should be drawn in a professional manner. An architect or designer is not required, but recommended for generally better design results. Our plan standards are as follows:

1. Plan(s) – A plot plan to show the dimensions of lot and distance from house to lot on all sides.
2. Floor Plan(s) – A floor plan to show the dimensions and location of all rooms, patios, balconies, garages, curb cuts, driveways, septic tank drain fields, if any, walks, fences and structures at each level. Window sizes, electrical, gas and plumbing fixtures must also be shown. Draft at an architectural scale (1/4"=1'0").
3. Elevations – An elevation of each side (4) is required to indicate exterior materials, floor and slab heights and roof slopes. Draft an architectural scale (1/4"=1'0").
4. Specifications – List all specifications relating to slab design, structural framing, quality of exterior materials, colors, textures and shape.
5. Basis of Approval – Approval of plans and specifications shall be based, among other things, on adequacy of site dimensions, structural design, conformity and harmony with external design and of location with neighboring structures and sites and conformity to both the specific and general intent of the restrictions.

All plans will be reviewed in a timely manner and returned to the name and address on the Plan Review Application.

Questions pertaining to these standards may be directed to Magnolia Property Management at 281-599-0098.

BUILDER/CONTRACTOR/OWNER CONSTRUCTION REQUIREMENTS

1. The owner/contractor will attach a list of subcontractors and suppliers with a telephone number and address with this application form.
2. The burning of brush, trees, or construction materials will be allowed on site only with the approval of the district marshal.

3. The work site needs to be kept clean. The contractor is to ensure all trash and debris is to be removed before each weekend.
4. Contractors are responsible for keeping mud, dirt, etc. off the roadway. Contractors will be responsible for repair to any road shoulders or ditches damaged during the course of construction. No dumping or burning of debris is allowed in the road right of way.
5. One portable toilet is required for each construction site requiring more than seven (7) days construction.
6. Observe all posted speed limits and other signage.
7. No dumping or cleaning of cement trucks allowed within the Rolling Forest subdivision. Dumping on site may be allowed by the contractor if removed and the site is cleaned up within three (3) days.
8. Design of roadside drainage ditches must not be altered. The minimum size of the culvert shall be 18" in diameter, with not less than 1.75 sq. ft. waterway opening. The inside bottom of the culvert must be even with or slightly below the level of the ditch. The culvert must be installed and properly covered before site preparation and construction begins.
9. Building inspections will be performed periodically throughout the building period.

INSPECTION PROCESS

Site Inspection

1. Stake building corners and ribbon with engineering tape. The builder/owner must satisfy the ACC that improvements are accurately located in accordance with the approved plans and that encroachments are not to occur. Tree removal should be in the building area only. Other trees removed outside of the build area must be approved.

Forms Inspection

2. A FORMS SURVEY is required and must be provided to the ACC for use in a forms inspection. The builder/owner must satisfy the ACC that improvements are accurately located in accordance with the approved plans and that encroachments are not to occur. The survey must be given to the ACC before the slab is poured.

Periodic Inspection

3. Performed by the ACC to ensure compliance of utility easements, drainage easements, flowage easements and setbacks. To ensure compliance of all building requirements, such as, disposal of debris, burning of debris and all other requirements made on the builder/owner by the ACC.

Final Inspection

4. Prior to occupancy, the ACC will review the site after completion of construction. Included are decking, walkways, painting, landscaping and other items necessary to present an aesthetic condition on the lot.

Red Tag

5. If for any reason a structure is deemed not to be in compliance with approved plans, a red tag will be placed on the site. This red tag will require the cessation of construction until the items listed on the tag are complied with and the ACC has approved the continuation of construction.

Other permits or approvals may be required from the City, County, or other governmental entities. It is the responsibility of the owner to obtain all required approvals.

Failure to comply with the above inspections can result in action to accomplish compliance by the ACC.

By signing below, applicant authorizes the Architectural Control Committee or its agent to enter upon and inspect the Lot and structure thereon during regular business hours for the purpose of ascertaining whether said Lot and structure thereon are in compliance with the Restrictions and the approved plans and specifications. Neither the Architectural Control Committee nor its agent shall be deemed to have committed a trespass by reason of such entry or inspection.

Owner agrees and understands that approval of plans and specifications by the Architectural Control Committee shall not be relied upon by any person or entity as to the sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements.

Neither the Architectural Control Committee, Property Owners' Association or Magnolia Property Management or any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.

Owner's signature: _____ Date: _____

Builder's signature: _____ Date: _____

(FOR ACC USE)

PLAN REVIEW

___ **APPROVED – Subject to:**

On site survey of lot and location of proposed structure. **Copy of forms survey.**

Building and septic permit posted on lot (copy attached).

Maintenance fees must be current.

Porta potty must be on site.

Other: _____

* _____

* _____

___ **NOT APPROVED – Reason:** _____

* _____

* _____

Architectural Control Committee

Date

Trash & Debris Pickup	\$50.00 per incident per week
No Dumpster on Lot	\$50.00 per week
Clearing without approval	\$300.00
Building without approval	\$300.00
Failure to set culvert prior to setting of foundation forms, or installation of foundation piers	\$300.00
No Portable toilet (1 per lot required)	\$50.00 per week
Storage of trailers and/or equipment on property for more than seven (7) days	\$50.00 per incident per week
Concrete trucks washed out anywhere in the subdivision other than the approved lot	\$200.00
Contractors behaving in a disorderly manner	\$50.00 per incident
Performing work that produces noise loud enough to be considered a nuisance to existing residents between sunset and sunrise. This includes but is not limited to: pouring concrete, material deliveries, power tools, air compressors	\$200.00
Material placed in ditches or in road right of ways	\$50.00 per incident per day
Parking equipment in road right of ways overnight	\$50.00 per incident per week
Operating equipment on lots or unpaved road right of ways other than approved lot	\$50.00 per incident per week
Building/Septic permit, Clearing Approval sign, ACC approval sign not posted	\$25.00 per week
Builder/Contractor sign placed on lot prior to receiving ACC approval	\$25.00 per week

PROPERTY OWNER SIGNATURE

DATE

ACC APPLICATION IS INCOMPLETE UNTIL THIS FORM IS SIGNED AND RETURNED

PLEASE RETURN THIS PAGE