

WWS

Date received: _____
Rcvd by: _____
Deposit amnt: \$ _____
Application fee: \$ _____
Check number(s): _____

For office use ONLY

This application and any additional
documentation must be submitted to:
100 Westwood Dr.
Trinity, TX 75862
Email: acc@westwoodshorespoa.com
Phone: 936-594-3805 opt. 4
Fax: 936-594-7062



MINOR PROJECT APPLICATION

Please describe the project to be considered:

Property Owner Information:

Name(s): _____

Legal Description: Section _____ Block _____ Lot(s) _____

Property Address: _____

Mailing Address: _____

Home Phone: _____ Cell: _____ Other: _____

Email 1: _____ Email 2: _____

Contractor Information:

Contractor Company Name: _____ Contractor Main Contact: _____

Office Phone: _____ Cell: _____ Email: _____

Will you be requesting a waiver of the 5-foot debris set back? ____ Yes ____ No

Per Section 4.02 (e), Owner must notify Association management that the construction is complete, so that a site inspection can be made, before the ACC deposit maybe returned.

Note: Please refer to the POA Policy Manual section 19.01 to ensure your contractor adheres to the Westwood Shores rules/guidelines, including permitted construction hours.

If a culvert is being installed, prior approval by POA Maintenance Supervisor is required.

POA Supervisor Signature

Date

Owner Initials: _____ Contractor Initials: _____

***Please note; if this project is to be used for lot consolidation, there is a separate application required once the construction is completed.**

REQUIRED DOCUMENTATION FOR INITIAL APPLICATION

Each Application must include the following (Your application will not be deemed complete until these items are received.):

- ☐ Two (2) completed and signed applications
- ☐ Payment of applicable fees and deposit (See attached fee/ deposit schedule.)
- ☐ Two (2) sets of specifications and materials. (Please include paint samples and material photos sufficient to provide the committee with an overall view of the exterior aesthetics of the structure. Driveway materials and specifications. Culverts, sizes and materials.)
- ☐ Pictures of property before construction.
- ☐ If you are building a new structure (addition, storage building, carport/ garage, fence, etc.):
 - Two (2) copies of the survey* (Please note that a form survey will also be required prior to construction of any foundation unless written exception provided by the ACC.)
 - Two (2) copies of the site plan* (Footprint of structure (including square footage), all applicable setbacks and easements, and distance of the structure from said indicators must be clearly marked.)
 - Two (2) sets of elevations showing all sides of the structure.
 - Release of easements from all applicable utility companies, if crossing multiple lots or a utility easement.

BOTH THE OWNER AND CONTRACTOR, IF APPLICABLE, (HEREAFTER REFERRED TO AS "THE APPLICANT") CERTIFY THAT:

1. The information presented here and included with this application is true and complete.
2. The improvements will be completed in accordance with the approved plans and dedicatory instruments of the Association. Any changes or modifications to this plan must be approved in writing by the ACC prior to construction.
3. The Westwood Shores ACC Policies have been received, reviewed, and understood and all work will be completed in accordance with such.
4. It is understood that a three-phase inspection (foundation, pre-wall & final) is required for all new home construction at the sole cost of the owner & copies provided to the POA office. Inspections must be conducted by a state licensed inspector.
5. It is understood that failure to comply with the dedicatory instruments of the Association will result in enforcement action, including but not limited to the deduction of fines from the compliance deposit.

By signing below, the applicant authorizes the ACC or its agents to enter upon and inspect the Lot and structures thereon during regular business hours for ascertaining whether said Lot and structures thereon are in compliance with the dedicatory instruments of the Association and the approved plans and specifications. Neither the ACC nor its agents will be deemed to have committed a trespass because of such entry or inspection.

The applicant agrees that failure to comply with the dedicatory instruments of the Association will result in a red tagging of the project and all further construction must halt until the violation has been resolved.

The applicant agrees and understands that approval of plans and specifications by the ACC will 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. The applicant further agrees and understands that any related inspections performed by the ACC or its agents are for its own purposes in determining compliance with the dedicatory instruments and the approved plans and will 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 or plans.

Owner's Signature: _____

Contractor's Signature: _____

In order to receive possible refund of your deposit you must submit pictures of the completed project to the POA Office.

***Please note; if this project is to be used for lot consolidation, there is a separate application required once the construction is completed.**