

Community Improvement Association of Shadow Bay Inc.
Email permit and all requested documents to: accshadowbay@gmail.com
Send \$1000.00 Deposit to IMC*2109 West Davis Street*Suite C*Conroe, TX 77304
281-419-1653 or pay via Shadow Bay portal

Owner's Acceptance of Requirements for Construction of Stick Built Home or Structure

Property Owner's Name: _____

Property Address: _____ Block: _____ Lot(s): _____

Owner's Phone #: _____ Email: _____

This is to confirm that I have received the New Stick Built Permit prior to construction and the New Stick Built Final Approval Permit on the property listed above.

I understand that prior to starting construction of a new home in Shadow Bay, I must pay a \$1,000.00 refundable deposit made out to CIA of Shadow Bay and delivered to the management company. I understand that I have 180 days to complete the required work once the permit is approved by the Architectural Control Committee (ACC) and my construction will not start until I have ACC approval. Once the required work has been completed, I will call or email Shadow Bay's Property Management to request a Final Approval. Once the final approval has been completed, and all requirements have been met, the Shadow Bay's Property Management will inform owner if the Final Inspection after construction was approved. I agree to not move in until I have Final Approval. If approval is granted by the ACC, and all conditions have been met, the \$1000.00 will be refunded within fifteen (15) days of approval date.

I understand and agree that I will meet all of the permit requirements PRIOR to Construction of Stick Built Home within the 180 days (6 months) allowed. If I fail to meet all of the requirements within the time allowed, I understand that I may forfeit part or all of the \$1,000.00 refundable deposit. If I encounter delays beyond my control, I am allowed to request one extension to complete the work and receive my refund. The Architectural Control Committee will not unreasonably hold consent to a request for a time extension.

After forms are set an inspection is required to verify forms are in the location that was approved on the site plan before moving forward.

Owners Signature: _____ Date: _____

Owner's Acceptance of Requirements for Construction of Stick Built Home or Structure

Property Owner's Name: _____

Property Address: _____ Block: _____ Lot(s): _____

Owner's Phone #: _____ Email: _____

Once this permit has been signed by owner, and approved by the Architectural Control Committee (ACC), Owner may proceed with the construction of the Stick Built home.

Yes/No/NA (non applicable) to be completed by owner

- _____ Current on subdivision dues? _____ Manager verification
- _____ \$1,000.00 Move-in deposit been paid? _____ Manager verification
- _____ I am owner of property per Shadow Bay Files? _____ Manager verification
- _____ Required Montgomery County Development Permit(s) copies are include with application.
- _____ ALL plans and exterior colors MUST be approved PRIOR to beginning work.
- _____ Does an existing Manufactured / Modular home have to be removed? If so, a Manufactured / Modular Home Move Out permit is also required to be filled out and deposit paid.
- _____ A complete set of plans (hard copy or digital pdf file) showing location on lot with dimensions, driveway, parking area, elevations, floor plan, and specifications submitted with application.
- _____ Storage facility is located on plans if no garage.
- _____ Survey showing home, porches, driveway, including dimensions included in application.
- _____ Home, porches, steps, garage, carports must be behind the 20' build line and at least 3' from side property line, unless corner lot which is 10'.
- _____ Property corner stakes, location of home, porches and steps are located, visible, and marked,
- _____ Front porch must have overhead cover, with required safety hand rails on porch and steps.
- _____ Rear/back steps, and landing are to have required safety hand rails
- _____ Paint Color(s) and/or samples of paint is turned in with application? Color pictures are acceptable
- _____ **Roof**
 - _____ Composition roof. Color of shingles, type, and manufacturer or sample turned in with application.
 - _____ Recommend Shingles must weigh at least 206-230 pounds per square, stated warranty of at least 25 years, Algae Resistant, Laminate, and Architectural Composition design.
 - _____ Wood shingles are prohibited for safety reasons.
 - _____ Three-tab shingles are not allowed, except for starter and cap rows.
 - _____ Metal roof. Color, type, manufacturer, and picture of what the sheets look like.
 - _____ All roof protrusions, such as vents, and roof jacks, must be painted to match the roof material.
- _____ Color(s) and/or samples of siding or exterior finish turned in with application?
- _____ ALL plumbing, electrical, HVAC, and wood framing MUST meet National, State and Montgomery County specifications and codes and inspected by a licensed inspector.

- _____ All trees to be removed are marked with bright color paint or ribbons.
- _____ Is initial grading required prior to home installation in order to meet final grade?
- _____ Is a new culvert needed to be installed per Commissioner Precinct 1 (936-539-7815)
- _____ No final grading can cause water to drain on other lots? Ground cover ie. Sod ,must be installed to stop erosion.
- _____ The required 16 foot wide driveway and parking area is to be made of one the following three materials:
Concrete: _____ Black Top: _____ Asphalt: _____
Crushed Concrete or gravel is no longer allowed.
- _____ House numbers must be installed on the home, minimum 3” tall, and must be easy to read from the street?
- _____ A copy of the Deed Restrictions can be acquired at the management office or on the Shadowbay.org web site,
- _____ I have a copy of the Final Approval.
_____ Owner Signed Final Approval Permit. (This needs to be turned in with application)
_____ All conditions on the approval must be met to have your deposit refunded.
- _____ Trash, tree limbs, and other debris must be picked up and properly disposed of, before, during, and after construction. Garbage Service is highly recommended.
- _____ Shadow Bay is a NO burning Subdivision?
- _____ The home can not be occupied until final ACC approval. Contact Property Manager to request a variance for early move-in.
- _____ Water, sewer, and electricity are to be connected to the utilities.
- _____ After forms are set an inspection is required to verify forms are in the location that was approved on the site plan before moving forward.

Suggestions:

- Install a Backflow preventer in your sewer line to prevent sewage from backing up into your home when sewage treatment plant has a problem.
- Install an Emergency water Shut-Off valve inside the home, rather than use the Aqua Texas street shut-off with special wrench requirement.

I have submitted all required documents, and am aware of all of the requirements that are listed above.

Owner's Signature

Date Signed

Approved Date: _____

Final Approval of New Stick Built Home or Structure

Property Owner's Name: _____

Property Address: _____

Block: _____ Lot(s): _____

Owner's Phone #: _____ Email: _____

Note: Once the Home is built and all requirements are met, owner may call or email the Shadow Bay's Property Manager for final inspection by the Architectural Control Committee (ACC). The Shadow Bay's Property Manager will contact owner informing them if approval was granted.

Yes/No/NA(Not Applicable) to be checked by member of ACC

- _____ House numbers installed on the home minimum 3" tall and are easy to see and read from the street?
- _____ Is driveway and parking area the required 16 foot wide and made of the material as provided in the permit applicant?
- _____ Are the siding or brick colors, trim colors, roof material and colors according to the permit?
- _____ Is the home elevation the same as was approved?
- _____ Home, porches, and steps are behind the 20' building line and located as per approved drawing?
- _____ Home, porches, and steps are at least 3' from side property line, unless corner lot which is 10'?
- _____ Front Porch has approved overhead cover?
 - _____ Porch have required safety railing and step have hand rails?
- _____ Back porch have required safety railing and step have hand rails and located as per drawing?
- _____ Is required culvert installed?
- _____ Is sod installed after final grade to stop erosion?
 - _____ Will final grade not cause runoff water to enter neighbors properly?
- _____ Is area cleaned up of trash, tree limbs, and other debris?
- _____ Pictures taken in final inspection of overall area, driveway, home and all sides
- _____ Final approval request has been made before or on the 180th day of acceptance.
- _____ Water, sewer, and electricity have been connected to the utilities.

Owner has read the above Final Approval and understands all requirements must be met prior to receiving a refund of the \$1,000.00 depots.

Owner's Signature: _____ Date: _____

Final Inspection Date: _____ Approved Date: _____