

Community Association of Deer Trail Two

3500 W. Davis, Ste. 190, Conroe, TX 77304

936-756-0032

revised 5/24/2021

Submit all documents to mckenzie@imcmanagement.net. Make checks payable to Community Association of Deer Trail Two.

Application for Residential Construction/Improvements

Owner's Name: _____

Owner's Mailing Address: _____

Daytime Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Application Checklist Stage 1

- ☐ Preliminary Site Plan
- ☐ Plot Plan
- ☐ Application Fee (if any)

Application Checklist Stage 2

- ☐ Final Working Plans
- ☐ Schematic Plan

Legal Description of Property: Section: _____ Block: _____ Lot: _____

Property Address: _____

Type of Improvement (Please select):

Buildings	app fee \$25*	Landscape	app fee \$25*
☐ Dwelling		☐ Drainage facilities	
☐ Garage		☐ Landscaping	
☐ Outbuilding		☐ Outdoor lighting	
☐ Enclosure		Fence	app fee waived
Hardscape	app fee \$25*	☐ Fence	
☐ Street		☐ Animal pen	
☐ Driveway		Lawn Décor	app fee waived
☐ Sidewalk		☐ Mailbox	
☐ Walk		☐ Flagpole	
Exterior Addition/Alteration, app fee \$25*		☐ Fountain	
☐ Roof (no app fee)		☐ Statuary	
☐ Exterior wall		☐ Sign	
☐ Window		Other	app fee TBD
		☐ Other (described below)	

*Additional fee will apply if outside professional services are required.

Brief description of project:

Contractor Information, if applicable:

Contractor's Name: _____

Contractor's Mailing Address: _____

Contractor's Phone Number: _____ FAX: _____

May we contact the contractor with questions regarding this submission? ☐ Yes ☐ No

Is the contractor bonded and insured? ☐ Yes ☐ No

Projected start date: _____ Projected completion date: _____

List of required attachments to email to mckenzie@imcmanagement.net:

- Preliminary Site Plan: showing all uses and dimensions, the location of buildings, entries, streets, driveways, parking areas, pedestrian ways and storage areas
- Plot Plans: survey, with improvements drawn to scale, illustrating harmony of external design and location in relation to property lines, building lines, easements, grades and finished ground elevation, surrounding structures, walks, paths, and topography
 - Building Line Setback: Front_____ Back_____R Side_____L Side _____
 - Elevation Drawing (front & side)
- Application Fee: payable to Community Association of Deer Trail Two
- Final Working Plans and Specifications: structural, mechanical electrical, plumbing details, and the nature, kind, shape, height, exterior color scheme, materials, and location of the proposed improvements or alterations thereto.
 - Samples of all exterior materials (paint colors, roofing materials, siding, etc.)
- Schematic Plan: for landscaping and lighting of the property
 - Permits - It is Owner's responsibility to contact the City of Conroe and/or Montgomery County regarding permit requirements and submit copies with application.

Agreement: By signing below, Owner(s) agree to comply with the Declaration of Covenants, Conditions and Restrictions of Community Association of Deer Trail Two and Architectural Guidelines. I agree I authorize the Board of Directors or its agents (ACC) to enter upon and inspect the construction project described above for the purpose of confirming that it is in compliance with recorded Deed Restrictions, ACC Guidelines, and Construction Guidelines and this Application. Neither the ACC nor its agents shall be guilty of trespass by reason of such entry for inspections

By submitting this application and by signing below, I understand that the ACC will not process the application without all of the required information and samples. I understand that the committee has up to thirty (30) days to review this application and may request additional information. I understand that I must complete the requested improvement within the timeframe stated in the Deed Restrictions and ACC Guidelines. I understand that should I make any alterations to the plans after submission and approval, then approval is void and applicable fees and possible reversal of improvement at my own expense may be required. I understand changes will have to be resubmitted to the ACC for new approval. All work must have prior written approval.

I further understand that all Association dues, fees, or outstanding balance must be paid in full, and any Deed Restriction violations cured prior to beginning the application process. If you have questions regarding your submittal, contact IMC Property Management Company at 3500 W Davis, Suite 190, Conroe, Texas.

Owner Signature

Date

Co- Owner Signature

Date