

Weston Lakes New Construction Check List



Weston Lake New Construction Submittal Check List

This document is only a "checklist" to be used for organizing significant requirements of the new home construction overall application. It does not imply absolute completeness, nor that additional information may be required by the Architectural Control Committee. It does not replace nor imply differences from the requirements of the Weston Lakes Conditions, Covenants and Restrictions (CCR's) or Architectural Standards Bulletin No. Eight (8).

If the documents are incomplete, they will be returned without review by the ACC.

PRE-REQUISITES

- 1. Plans delivered at least four (4) weeks before the planned start of construction.**
- 2. Ensure that the Builder is listed on the *Approved Builder or Conditional Builder List* prior to the new construction package submission.**
- 3. Association fees, assessments, etc. current with a balance of zero (\$0). If not current, check for balance due required before Take No Exception (TNE) and Permit approval granted.**

DOCUMENTS

- 1. *Home Construction Request Letter* completed in its entirety and **signed by the property owner and the Contractor.****
- 2. *Home Information Sheet for New Home Construction* completed in its entirety.**
- 3. *Two (2) Cashier's check for \$5,000 and the other for \$5,200, each* made payable to *Weston Lakes Property Owners Association*.**
- 4. Copy of the approved "*City of Weston Lakes*" *Developmental Permit*.**
- 5. *List of all subcontractors and visitors requiring gate access* to the building site during the construction period. In addition, verification that said list of subcontractors and **visitors are added on the POA Website profile "Visitors List" and displaying on gate address profile.****
- 6. *Financials* showing that the home construction is "fully funded"; e.g., letter from a bank or banking institution on institution letterhead, HUD statements showing construction loan, etc. If actual banking statement(s) is supplied showing account numbers, etc., please "blank out".**
- 7. Copy of *Liability Insurance* listing Weston Lakes POA 32625 FM1093, Weston Lakes, TX 77441 as the **"Additional" Insured.****
- 8. Copy of *Geotechnical Investigation Report* (Soil Test Report).**
- 9. New Construction Builders Violation and Assessment Schedule signed and dated by the Contractor and the property owner**
- 10. A copy of this checklist, signed by the property owner.**

DRAWINGS

Three (3) full size and complete sets of drawings **neatly bound.**

Weston Lakes New Construction Check List

1. Drawing format- minimum size 24x36, all text shall be legible, drawings shall be bound and neatly rolled. All drawings shall be full scale, half size prints not permitted.
2. A note to "Flip Plans" is not accepted. Drawings are specifically for the intended lot and not revised from another set of plans located in Weston Lakes.
3. **Site Plan** indicating the following:
 - ____Indicate property boundary and dimensions.
 - ____Indicate all building setbacks and easements (front/rear/sides)
 - ____Show all buildings
 - ____Clearly indicate driveways (minimally 12' wide at street entrance and minimally 10' wide inside Build Line and for side load provide minimum of 22' maneuvering area.
 - ____Show all walkways(none to street) and patios
 - ____Show existing and proposed walls, fence(s), and hedges (if relevant) _AC unit locations
4. **Drainage Plan** indicating the following:
 - ____Show all buildings and pavement
 - ____Indicate full side drainage swales
 - ____Indicate any underground drainage
5. **Landscape Plan** indicating the following:
 - ____Indicate AC screening
 - ____Indicate minimum of ½ acre of sod (no Hydro Mulch)
 - ____Include full sod at lake or golf course rear yards
 - ____Include rear yard planting beds on golf course lots.
 - ____Include quantity and size of plants in beds (dual layers required)
 - ____If Speculative home, irrigation required. Sprinkler installation not permitted in POA Right of Way (ROW).
6. **Floor Plan(s)** indicating the following:
 - ____Living area square footage
 - ____All rooms labeled
 - ____Cabinets indicated
 - ____Plumbing fixtures indicated
 - ____Maximum of 2 stories
 - ____Minimum 2 car garage (if front load, 20' back from front of home. Detached garage permitted in Riverwood or Bradford sections ONLY)
 - ____Interior garage walls to have gypsum board
 - ____Kitchen disposal noted and highlighted on plans
7. **Electrical Plan(s)** indicating the following: __Lights
 - ____Outlets

Weston Lakes New Construction Check List

___ Disposal and switch

8. **Exterior Elevations** indicating the following:

___ Home must be 51% + masonry (or masonry equivalent) on each face of the structure.

___ Two story homes on golf course or lake front lot, rear facing of first story and major portion of second story is masonry (or masonry equivalent).

___ Single story home on golf course or lake front lot has masonry walls on all elevations.

___ Label all exterior materials.

___ Indicate roof pitch(es), minimum 7/12 pitch.

___ Roof material shall be lifetime (30 year) textured composition shingles (wood tones)

___ Tile roofs must be approved by the ACC

___ Metal roofs not permitted, other than accents.

9. **Other Drawings** Include interior elevation, wall sections, or other drawings necessary to communicate the design to the ACC and contractors.

10. **Foundation Plan(s)** indicating the following:

___ Slab elevation 18" OR 24" above natural grade as required by City Permit. NOTE: Minimum slab elevation 24" above natural grade is required in Riverwood Forest

___ Drawing shall be stamped, signed and dated by a State of Texas licensed Professional Engineer experienced in the design of residential foundations

___ Foundation shall be designed based on soil conditions at the designated location and the specific soil analysis. Note geotechnical report name and number and highlight on the plans ___ If post tensioned slab, tendon length & tensioning requirements detailed on drawings

11. **Framing Plans** indicating the following:

___ All framing to be 16" on center maximum spacing.

___ Provide Roof framing plan

___ Provide Ceiling joist framing plan

___ If two-story, provide second floor joist framing plan

MATERIAL COLORS/SAMPLES

1. Brick/masonry/stone/stucco samples and specifics (brochures or color samples are preferred).

2. Shingle or roofing samples (wood tones only, brochures or color photos acceptable and recommended).

3. All exterior paint samples including body, trim, garage doors, etc. color samples should be attached and designated location clearly indicated).

4. Samples of any other exterior materials such as metal roofing accents.

OTHER ITEMS

If **additional items are requested to be approved at same time of new construction submission** e.g. swimming pool, fence, etc. a subsequent **Home Improvement Request Application and Form submission and approval is required following current home improvement submission guidelines. Additional items submitted along with a new construction submission will not be approved without subsequent applications.**

By: _____ Date Submitted: _____

Property Owners Signature verifying all requested items have been submitted.