

Weston Lakes New Construction Check List



Weston Lakes Architectural Control Committee (ACC)

Weston Lake New Construction Submittal Check List – REVISED 8-06-2023

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. _____ Association fees, assessments, fines, 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.**
2. _____ **Home Information Sheet for New Home Construction** completed in its entirety.
3. _____ **Two (2) Cashier’s checks, one (1) for \$6,000 and the other (2) for \$20,000, each** made payable to **Weston Lakes Property Owners Association. If variance(s) are also requested, separate Cashier’s check for \$2,000.00 for each separate variance item.**
4. _____ Copy of the approved non-expired **“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.

Weston Lakes New Construction Check List

DRAWINGS

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

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)

Weston Lakes New Construction Check List

- Interior garage walls to have gypsum board
- Kitchen disposal noted and highlighted on plans
- 7. **Electrical Plan(s)** indicating the following:
 - Lights
 - Outlets
 - 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(s), 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 of Weston Lakes Permit.
 - 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.

Weston Lakes New Construction Check List

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 along with required inspection fees 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.