

MONTGOMERY TRACE PROPERTY OWNER'S ASSOCIATION
Architectural Control Committee

PROPERTY OWNER'S CHECK LIST

For
Preparing Request for ACC Approval for

CULVERTS

One important objective of the Montgomery Trace Architectural Control Committee is to work to insure that the request for approval process be communicated and managed in such a way that all requests for ACC approval get approved without unnecessary delays. If the property owners and the ACC communicate effectively and work together, this objective can be met and everyone in Montgomery Trace will benefit.

Submitting a request with insufficient information is perhaps the most common reason that requests for approval are not approved. In an effort to avoid this particular problem, property owners are urged to use the appropriate Check List when preparing a *Request for ACC Approval*.

Deed Restrictions

_____ 1. I have read the Deed Restrictions for my section of Montgomery Trace.

Required ACC Forms and Procedures

_____ 2. I have read the latest ACC Procedure entitled *Requests for ACC Approval*. This document is available from the MTPOA's property management company.

_____ 3. I have obtained the official *Request for ACC Approval* form. This document is available from the MTPOA's property management company. NOTE: It is acceptable to include Culverts as part of a request for approval of a new residence and garage. In this case, a separate *Request for ACC Approval form* for a culvert is not required.

Request for ACC Approval Form

_____ 4. I have provided all information, and have answered all questions, on both sides of the *Request for ACC Approval* form.

_____ 5. I am the Property owner of record and I have personally signed and dated the form.

_____ 6. I have two (2) copies of the completed *Request for ACC Approval* form to submit.

Montgomery County Approval

_____ 7. **Sections 1 thru 4:** I have contacted the office of Precinct 2, Montgomery County (936-539-7816) and have been provided with the required diameter of the culvert(s) on my property. NOTE: Culvert diameters vary from lot to lot.

Plot Plan

_____ 8. I have two (2) copies of my Plot Plan to submit to the ACC.

_____ 9. The Plot Plan has been drawn to 1" = 30' scale, or another scale which has resulted in a larger, not smaller drawing (1" = 20' or 1" = 10'). I understand that drawings which have been photocopied or faxed are **not scalable** and cannot be considered by the ACC.

_____ 10. The drawings are neat and legible.

_____ 11. The lengths of all property lines (front, side and rear) are clearly shown on the drawings and the dimensions agree with the recorded plat or replat of my property.

- _____ 12. All building set-back lines and easements which appear on the recorded plat or replat are clearly shown on the drawings.
- _____ 13. A plan view ("footprint") of the culvert(s) has been shown on the Plot Plan. Dimensions are included which show the overall length (16 feet minimum with 4 foot turning radius) and width of the culvert, along with dimensions locating the culvert from the nearest corner of the property.

End View Drawing

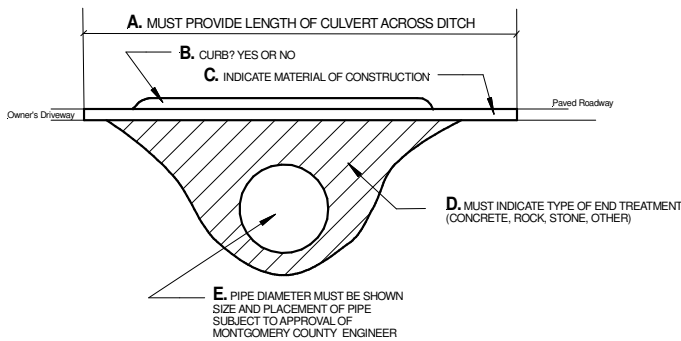
- _____ 14. A drawing similar to the example below is included which shows the end view, complete with all dimensions, of the culvert. The type and design of the **end treatment** is clearly shown, along with a description of all materials to be used to construct the culvert.
- _____ 15. The overall diameter of the culvert is clearly shown on the drawing.
- _____ 16. This drawing includes notes describing the method and materials which will be used to secure the culvert pipe in place in the ditch.

Submitting the Request

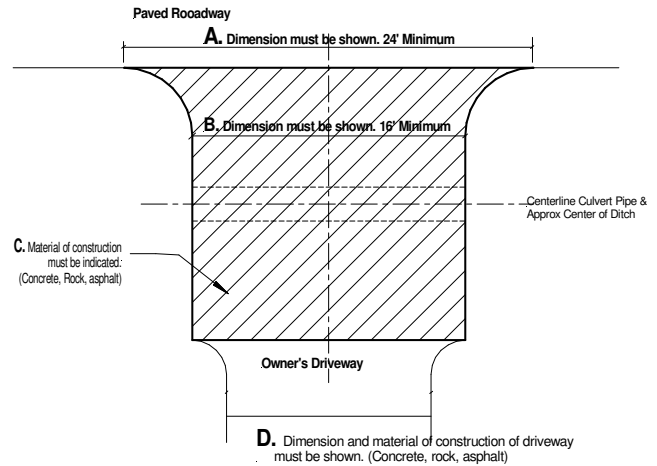
- _____ 17. I understand that it is my responsibility to see that duplicate copies of the request, drawings and other documents, are delivered to the MTPOA's property management company either by mail or by hand-delivery, at the below listed address.
- _____ 18. I understand that the ACC meets on the 1st Thursday of each month.
- _____ 19. I understand that to be assured that this request will be considered during the "next" ACC meeting, all required forms, drawings, plans and deposits (if required) must be in the property manager's office on or before the Thursday immediately preceding the 1st Thursday of the month.

Chaparral Management Company, Inc.
Mailing Address: P. O. Box 681007, Houston, TX 77268-1007
Physical Address: 6630 Cypresswood Drive, #100, Spring, Texas 77379
Telephone: 281-537-0957

A drawing or neat sketch, similar to the one shown, must be included when submitting for approval of a temporary OR permanent culvert. The ACC prefers that the culvert drawing be placed on the Plot Plan. The information indicated in items **A** thru **E** must be included on the sketch.



END VIEW OF TYPICAL CULVERT



PLAN VIEW OF TYPICAL CULVERT