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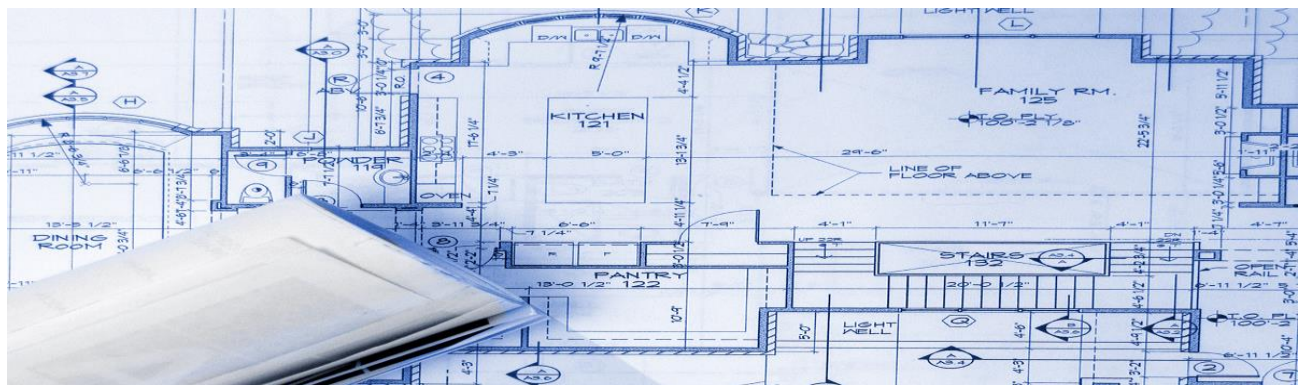
ACC:

**GRAND HARBOR  
PROPERTY OWNERS ASSOCIATION  
MONTGOMERY, TEXAS**

**NEW HOME CONSTRUCTION  
APPLICATION**

Managed Under the Cognizance of:

**ARCHITECTURAL CONTROL COMMITTEE**



INSTRUCTIONS, REQUIREMENTS AND FORMS FOR NEW HOME CONSTRUCTION

**February 5, 2019**

Prior Dated Versions are Obsolete



18956 Freeport Dr. Suite A, Montgomery, TX 77356

## GRAND HARBOR ON LAKE CONROE

### NEW HOME CONSTRUCTION

#### OFFICIAL ARCHITECTURAL CONTROL COMMITTEE APPLICATION

##### PART I. NEW HOME CONSTRUCTION - APPLICATION DOCUMENTATION

All new home construction in the Grand Harbor (GH) subdivision begins with submittal of a Property Owners Association (POA) Architectural Control Committee (ACC) "New Home Construction Application. The completed application puts forth a large collection of construction-related information and data assembled by the Applicant(s) following the instructions in this package. This material serves as physical evidence that all essential construction tasks, processes and procedures, once completed, will meet the requirements and satisfy the guidelines promulgated herein by the GH POA ACC. Not to be overlooked, the submitted Application becomes a legally binding contract by virtue of the vested parties first signing the document and the subsequent POA/ACC approval; in essence, the Owner/Builder pledging their finished "As-Built" home will adequately represent the "As-Designed" configuration contained in the approved Application package.

In addition to new homes, this application document shall also be used for construction of significant outbuildings (larger than 400 Sq. Ft.) or for major modification/addition to an existing home when the construction must match the outside facade. In each case, the size and complexity of the construction's plan will determine the applicant information and data that must be supplied. Contact the GH POA for assistance in ensuring this Application document is correct for the intended construction.

It is important that Applicants know certain Grand Harbor requirements imposed on new homes construction originate in other document. To make this Application manual more effective, each cited document will either have pertinent information lifted and incorporated from the source document or the source material will be a whole document callout, with the document available by request to: [acc@grandharborpoa.com](mailto:acc@grandharborpoa.com) or directly available at <http://www.grandharborpoa.com>.

##### PART II. APPLICATION PREPARATION AND ACC INCREMENTAL REVIEWS

In accordance with GH Deed Restrictions, the ACC must process and disposition an Application within sixty (60) calendar days of its submittal and acceptance. Incomplete Application submittals will invariably delay eventual construction start dates because the 60-day processing interval resets after each deficiency is corrected.

The following is a recap of the typical sequence of events in the New Home Construction life-cycle from the POA/ACC perspective:

###### a) Application Preparation and Submittal

The Property Owner and/or the Builder generate the Application according to ACC Instructions, complete the document checklist and sign and date the Signature sheet and initial all others where indicated.

###### b) Initial Application Document Screening

After formal submittal, the GH POA Staff screens the received Application and supplemental documents (e.g., Site/Plot Plan) to ensure the Applicant has provided all Submittal Checklist elements. Partial/Incomplete Applications are not accepted for any reason.

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**c) Pre-Construction Review**

With successful content screening, the sixty (60) day clock start; the ACC then reviews the complete application package in detail to determine if all proposed project work is within subdivision "Deed Restriction" and Architectural Control "Construction Requirements," as well as determining if additional explanatory documents are required.

**d) Drainage Plan and Landscaping Plan Review**

The delivered Drainage Plan and Landscaping Plan will be thoroughly examined during the Initial Review and pre construction review. The requirements for effective lot drainage that must be addressed are contained in the later requirements PART XI. The committee will either approve or disapprove the plans and may, in serious discretionary instances, employ the services of a Civil Engineer, licensed in the State of Texas, to review the drainage plan and advise them on its acceptability. The Applicants will be notified of this pending action so that the cost of engineering services will be acknowledged as the property owner's responsibility (deductible from deposit) before it is incurred.

**e) Pre-Construction Committee Disposition- Contract Sign-Off**

At the end of the Pre-Construction Review, the Application is declared contractually valid to ACC or not by Committee members with written notification given to the Applicant, either allowing construction to proceed or rejection for cause. In most cases, ACC rejection allows for revision and resubmittal into the review cycle. Rejection ends the approval cycle and any correction or modification restarts the 60 day review clock.

**Refer to PART III, Special Note f), if any disagreement on the Application reaches a serious Applicant-to-ACC impasse.**

**f) Final Review / Refund Request**

**Final Review must be requested (minimum of two weeks) prior to occupancy.**

The Architectural Control Committee will review all aspects of the property and its compliance with the covenants, guidelines and approvals. Verification that the project is within the Deed Restrictions and Construction Guideline & Requirements will be made. The ACC will complete a review of the home prior to occupancy, however will not approve refund request until landscape is complete (within 90 days of occupancy). Once landscape is complete you will need to notify the POA office so that we can finish the final review.

**PART III. SPECIAL NOTES**

**a)** The GH POA and ACC have no obligation and are not legally liable in approving any improvement or modification to any improvement, from the standpoint of inhabitant safety, adequacy of intended function whether structural or otherwise, or overall improvement conformance to established building codes or other governmental laws or regulations.

**b)** Applicants are strongly encouraged to engage the services of professional tradesmen or qualified inspectors to validate the design & actual fabrication of the improvement (*or its functional parts*) during the course of construction and at completion. A qualified Inspector is an independent third-party Licensed Architect, minimal Registered Structural Engineer, or Building Inspector certified by the "International Conference of Building Officials" or the "Southern Building Code Congress International."

**c) The constructed home should not be occupied prior to requesting final review.**



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d) Applicants should be aware that the Builder of record must be credentialed by the ACC. For those Builders working in Grand Harbor for the first time, credentials and references will be examined during the Initial Review period.

e) The Construction Requirements in this Application are derived from various Sections in the Grand Harbor Conditions, Covenants and Restrictions (CCR) document. The Applicant(s) are urged to carefully study the contents of the CCRs cited Article III, by Section and Title to ensure Applicant compliance with the purpose/objective of each CCR, Stipulation, Construction Requirement and ancillary Document in this booklet.

**TABLE 1: DECLARATION OF CONDITIONS, COVENANTS & RESTRICTIONS OF GH Articles II, III & IV**

CCR II Section 6. Easements	CCR II Section 7. Utility Easements
CCR III Section 3. Architectural Control	CCR III Section 15. Views to and from Lake Conroe
CCR III Section 4. Dwelling Size	CCR III Section 16. Walls, Fences and Hedges
CCR III Section 5. Type: Construct'n, Materials, Landscaping	CCR III Section 17. Mailboxes
CCR III Section 6. Building Location	CCR III Section 18. Utilities
CCR III Section 7. Slab Requirements	CCR III Section 20. Lot/Yard Maintenance
CCR III Section 8. Special Restrictions For Interior Lots	CCR III Section 24. Solar Panels
CCR III Section 10. Temporary Structure	CCR III Section 26. Drainage
CCR III Section 13. Storage, Disposal of Garbage and Refuse	CCR III Section 27. Curb/Driveway Maintenance
CCR III Section 14. Electric Distribution System	CCR III Section 28. Driveways
CCR IV Section 4. Minimum Construction Standards	

"Grand Harbor Conditions, Covenants and Restrictions" available on-line or by request.

f) If an Application is "Rejected with Prejudice" (i.e., for irreconcilable circumstances) by the ACC, the cause for disapproval can be appealed to the Grand Harbor Board of Directors. In finding for or against the Applicant/Complainant, decisions by the GHPOA Board of Directors are indisputably final. The appeal process can be used only once for any issue.

g) For waterfront construction sites, the rearward location of the house should not compromise the water view of immediate adjacent properties.

h) One Builder's Business Sign, in compliance with the GH Sign Policy/Procedure, will be allowed. Subcontractor signs will be removed without notice and held for Owner/Builder retrieval.

i) Full sod on front and side yards of non-waterfront and full sod on front, side and rear yards for waterfront properties is required. The POA "Landscape Plan and Installation Policy" should be utilized in these later phase of construction for completing the task. It is available on-line or by request.



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**PART IV. APPLICANT**

**GRAND HARBOR NEW HOME CONSTRUCTION**

<b>Property Owner Information</b>		
<b>Property Owner:</b>	<i>For ACC</i>	<i>Application #</i> <b>NH-</b>
<b>Construction Address:</b>		<i>Legal ID</i> <i>Section:</i> <i>Block:</i> <i>Lot:</i>
<b>Billing Address:</b>		
<b>Owners Phone #(s):</b>		
<b>Owner's Email:</b>		
<p><i>The ACC Committee and POA Staff will use email for application status and general communications. Indicate if you prefer another method of communication    NO <input type="checkbox"/>    YES <input type="checkbox"/>    How?</i></p>		

<b>Contractor/Builder Information</b>
<b>Builder Name:</b>
<b>Builder Address:</b>
<b>Builder/Construction Manager Business &amp; Cell Phones</b> <b>Fax:</b>
<b>Builder's Email:</b>
<p><i>The ACC Committee and POA Staff will use email for application status and general communications. Indicate if you prefer another method of communication    NO <input type="checkbox"/>    YES <input type="checkbox"/>    How?</i></p>

To avoid miscommunication, the Owner(s) and/or Builder (hereafter referred together as "Applicants" and identified above) shall be the sole points-of-contact to the ACC in all official matters pertaining to the construction.

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Owner #1

\_\_\_\_\_  
Owner #2

\_\_\_\_\_  
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PART V. APPLICATION SUBMITTAL

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"The undersigned Owner(s) and/or Builder hereby request Grand Harbor Architectural Control Committee's (ACC) approval of this contract, in accordance with the Plans, Drawings, Specifications and Miscellaneous Documents submitted with this Application."

Property Owner #1	Signature	Date
Property Owner #2	Signature	Date
Builder	Signature	Date

*The Grand Harbor Community Welcomes You*

NH- \_\_\_\_\_

Having found the contents of this New Home Construction Application to be complete and correct, the Grand Harbor Property Owners Association endorses this contract, with all of its included provisions, to begin on or about:

Date: \_\_\_\_\_

ACC Chair Person : \_\_\_\_\_

GH POA President : \_\_\_\_\_

ACC Designee : \_\_\_\_\_

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Owner #2

Builder



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## PART VI. APPLICANT CONSTRUCTION STIPULATIONS

Applicants agree to the following stipulations without reservations or deviation:

a) Applicants have read and understand all specific PART III, TABLE 1 referenced GH “Declaration of Covenants, Conditions and Restrictions of Grand Harbor” (CCR - also commonly referred to as “the Deed Restrictions”) and the herein attached “Construction Requirements” (CR) applicable to the above described property and state that the improvements will be made in compliance with such CCR and CR.

b) Applicants understand and agree that, after ACC approval of this Application as it is presented, if the agreements or representations contained therein are not correct and complied with, the Applicant’s authorization to construct the improvements is subject to suspension or revocation.

c) Applicants shall provide a copy of a Montgomery County Building Permit and a copy of the permit from the San Jacinto River Authority (SJRA) authorizing the design of the aerobic system to be installed.

**d) Applicants shall not clear the building site or start construction other than culvert installation until ACC Pre-construction Review has been completed and official notification via approval letter is received.**

e) Applicants shall ensure all Subcontractors, Architects, Engineers, Special-purpose Staff, etc., have had access to the PART III, Table 1 CCR callouts, along with attached Regulations, Specifications & Standards prior to the initiation of construction. Applicants understand the POA/ACC will NOT approve any variance due to owner, builder or subcontractor neglect or mistakes, architect design, or survey mistakes, or inattention to the details associated with invoked CCRs and Requirements.

**f) Applicants (Owners) represent that, to the best of their knowledge, they are GH POA members in good standing at the time of application submittal**, i.e., they are not in arrears in the payment of annual maintenance dues, and currently do not have open or unresolved CCR violation action(s) against any Grand Harbor property to which they hold title or have significant vested interests. If there are any charges, fees, or fines outstanding, they shall be paid in full prior to the ACC completing the Application review process.

g) Applicants acknowledge responsibility for any damage to the roadway immediate to the construction site when caused by construction activities. Failure by the Builder to adequately repair a damaged local roadway will result in forfeiture of deposits listed in this application to the level of GH POA estimated repair costs. Pre-construction roadway photos will be on file for reference.

h) Applicants understand construction of a residence shall conform to the version of the International Residential Code (IRC) that is applicable in the City of Conroe. As of August 1, 2014, the applicable code is **IRC 2009**.

i) Once POA/ACC approval of the Application is given, the Builder shall complete all construction activity within twelve (12) months.

**j) First time Builders shall furnish proof that they can financially see the construction to conclusion by providing either a “Bond for Construction Completion” or a letter from the Applicant’s mortgage company validating the available loan amount.**

**k) Applicants shall maintain a Commercial General Liability Insurance policy with a \$1 million coverage. A certificate showing Grand Harbor POA as the Certificate Holder needs to be turned in with application.**

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**ART VII. NEW HOME CONSTRUCTION APPLICATION: CONTENTS CHECKLIST**

Applicant Include Not, Inc.	Owner		OFFICE		
	Property Address		Staff	ACC	
<input type="checkbox"/>	<input type="checkbox"/>	<b>APPLICATION</b> (All Signatures & Initials Included & No Outstanding Dues/Fees)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPLETE HOME PLANS: Plans can be no larger than 24x36 or smaller than 11x17</b> (Including Mailbox Drawing or Photo)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE/PLOT PLAN</b> (At least 18X24 Certified Site/Plot plan to scale, w/ surveyors seal & signature. Structures Location & dimensions with build lines and utility/drainage easements)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>MINIMUM FINISHED Sq Ft:</b> 1st Floor _____ 2nd Floor _____ Total _____		<input type="checkbox"/>	<input type="checkbox"/>
		<u>GH Section 1-8 &amp; HS</u> One Story: 2,000 Sq. Ft. Two Story: 2,150 Sq. Ft. (1st Floor =>1450 Sq. Ft.)	<u>GH Section 9 &amp; Up</u> One Story: 2,500 Two Story: 2,750 (1st Floor =>1,750 Sq. Ft.)	<u>GH Section 13</u> One Story: 2,800 Two Story: 3,000 (1st Floor =>1,900 Sq. Ft.)	(All Calculations are Section specific)
<input type="checkbox"/>	<input type="checkbox"/>	<b>SAMPLES</b> (Paint color, samples of stone, brick & roof shingles - Provide Pictures)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>CALCULATED MASONRY:</b> _____ %		<input type="checkbox"/>	<input type="checkbox"/>
Calculate % of masonry (brick, stone, stucco) VS non-masonry (wood, hardy plank) Section 13=100% masonry & tile roof: section 15=90%: all others 80%.					
<input type="checkbox"/>	<input type="checkbox"/>	<b>LANDSCAPING PLAN</b> (Front, Side, Rear Yards minimum – Use Policy for guidance)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SEPTIC PLAN &amp; PERMIT</b>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>DRAINAGE PLAN w/ statement</b>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>CULVERTS:</b> Size: _____ inch dia. x 16ft		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SOIL REPORT</b>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>ENGINEERED FOUNDATION PLAN</b> (Signed)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>BUILDING PERMIT</b> (Building Permit from Montgomery County (or City of Conroe, if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>BUILDER INFORMATION</b> (Insurance Certificate with GHPOA as certificate holder Minimum \$1Mil- explanation part VI letter K, Resume and Subcontractor List)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>FEES &amp; REFUNDABLE DEPOSITS</b> (Checks will NOT be cashed until Application is Approved)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>CONSTRUCTION SITE ROADBED PHOTOGRAPHS</b>				<input type="checkbox"/>
<b>NON-REFUNDABLE FEES</b>			<b>REFUNDABLE DEPOSITS</b>		
Processing Fee		\$ 600	Form Survey Deposit		\$ 500
Community Reserve Fee \$1 x Total Sq. Ft.			Clean Up/ Compliance Deposit		\$5,000
<b>TOTAL NON-REFUNDABLE FEES:</b>			<b>TOTAL REFUNDABLE DEPOSITS</b>		<b>\$5,500</b>
Check # Payer:			Check # Payer:		
<b>Total Sq Ft = Total Foundation Sq t + 2nd Floor Air Conditioned Space</b>			<b>Total Foundation Sq Ft = Living Area + Porches/Patios + Garage</b>		

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## PART VIII. GENERAL CONSTRUCTION SITE REQUIREMENTS

a) A temporary plastic construction fence shall be installed along each side, front, and rear property lines before construction begin and maintained throughout the construction interval. All lots adjacent to the building site shall be kept free of any trees, underbrush, trash or other building materials. Damaged fencing must be repaired within one workday after discovery or notification given to on-site personnel.

b) A soil runoff/erosion prevention fence shall be installed at the rear and two side build lines for the duration of construction. Temporary fence removal is allowed but must not be reinstalled within three (3) days after completion of the task for which it was removed.

c) All tree stumps, trees, limbs, underbrush & any other debris, removed from the lot for construction of the residence, shall be hauled out of the subdivision prior to starting construction. Burning is not allowed in the subdivision.

d) No fill, including foundation fill, shall be placed or maintained on any lot nearer to the front, rear, side or street side lot building setback line as shown on recorded Plats for each section unless a waiver is requested and approved by the ACC.

e) Contractor personnel shall not enter or exit on any lot adjacent to the building site during or after construction. If ingress/egress is temporarily required on an adjacent lot, approval from the lot owner must be obtained through a written release (Access Agreement- available online) filed with the application or obtained within one week prior to needed access.

f) Grading subcontractors shall remove all dirt & debris in the street immediately upon completion. The grading subcontractor must broom clean the street after rough & final grade and also immediately and properly reinstall all silt and vegetation fencing after rough grade.

g) All building sites shall be kept clean and materials stored in an orderly manner. A four-sided trash receptacle shall be maintained for construction lumber scrap/debris, paper, drink container, etc., and the builder or his construction manager shall be responsible for assuring that it is so used.

h) No trash, build materials, excess dirt, or fill inadvertently spilled outside of the construction fences is allowed to remain on the street or in the ditches; these materials shall be removed on a daily basis providing for a "broom-clean" condition.

i) All subcontractors washing equipment & discharging waste concrete must perform this activity at a location designated by the Builder. The discharge site must be on the construction site or property owned by the Builder, at least 30 feet distant from the roadbed centerline (well away from the ditch easement)...

j) Port-a-can facilities shall be provided at the job sites when site clearing starts and maintained in place until construction is completed. Port-a-can must be placed on the lot, not in the street or ditches.

k) All vehicles belonging to work crew shall be parked on the lot where the construction is occurring. No vehicle can block a driveway, view of oncoming traffic or be parked on a neighbor's driveway without obtaining permission of the affected property owner prior to construction.

l) Approved construction times are 7:00 am to 7:00 pm Monday through Saturday. Construction is PROHIBITED on Sundays and Holidays.

m) Consumption of alcohol and the playing of loud music (audible to the neighbors) on the worksite is forbidden during any phase of construction.

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**PART IX. DRIVEWAY REQUIREMENTS**

- a) Driveway path/concrete shall not be located over a side building line without ACC approval.
- b) Driveways shall be a minimum width of 10 feet (12 feet preferred)
- c) Drainage sloping down to a driveway shall not extend past the front building line if driveway extends to the roadbed asphalt.
- d) Driveways shall be devised to prevent water from flowing into garage structure by utilizing gutter drains when the driveway slope approaches 5 degrees.
- e) An expansion joint shall be installed at the property line and at the connection where the driveway meets street.

**PART X. CULVERTS REQUIREMENTS**

- a) Culverts shall be located only under driveways and walkways. The drainage ditch adjacent to a roadbed shall not be replaced with a culvert without prior ACC approval
- b) Culvert and Safety Slopes for driveway shall be installed prior to starting construction with precautions taken to ensure the culvert is not crushed or deformed by traffic before driveway concrete is installed
- c) Safety Slopes are required in Sections 2, 3, & 4 of Grand Harbor, & along Harbor Side Blvd & Grand Harbor Blvd. Culvert sizes and need for slopes will be defined for the Applicant by the ACC.
- d) Builder/Owner is responsible to maintain ditch flow.

**PART XI. DRAINAGE REQUIREMENTS**

- a) A comprehensive Site Drainage Plan shall be prepared and submitted to the POA/ACC including, as a minimum, the following structural information:
  - An accurate site drawing showing all property lines, the location of the road and, on waterfront lots, the location of the lake relative to the lot.
  - Evidence that the foundation height referenced to the existing grade meets both the deed restriction requirements and IRC 2009 slope requirements.
  - The placement of the residence and all other structures on the lot.
  - The location of the driveway and any other hardscape.
  - The location/diameter of the culvert(s). *(Culvert diameter requirements shall be provided by The ACC)*
  - The location and height of any retaining walls.
- b) In addition to the structural improvements, the Site Drainage Plan shall include, as a minimum, the following information on direction or redirection of surface water flow:
  - A simple elevation survey of the lot to confirm the direction of planned drainage. Either contour lines or arrows showing the direction of water flow across the lot.
  - If swales or berms are used to redirect surface water flow, the width and the depth/height of the swale/berm. For example, a swale would be described as being "3 feet wide and 4" deep at the center." The swale/berm shall also have an arrow showing the direction of surface water flow.
  - If a subsurface drainage system is used to redirect water flow, the location and size of all catch basins shall be cited on the drainage plan drawing. The location and diameter of all related pipe systems shall also be cited on the drainage plan.
  - If gutters and/or French drains are used to redirect water flow, the size and location of all piping and drains shall be cited on the plan's site drawing.
- c) Construction debris and sediment must be removed and the road side ditch reshaped to conform with drainage standards allowing water to flow unimpeded during and after construction.

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Owner #2

Builder



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## PART XII. FOUNDATION CONSTRUCTION, SURVEY AND REPORT REQUIREMENTS

Residence Construction shall conform to the version of the International Residential Code (IRC) that is applicable in the City of Conroe. As of August 1, 2014, the applicable code is the **IRC 2009**.

### FOUNDATION REQUIRED DOCUMENTS

**a) Site-specific Soil Report:** The builder shall submit a Soil Report, written by a Professional Engineer licensed in the State of Texas, for the specific lot on which the new home will be constructed. The Soil Report shall include the legal description and/or street address for the lot on which the soil test borings were made. The soil report shall bear the stamp and signature of the professional engineer performing the soils tests and calculations.

**b) Engineered Foundation Plan:** All Foundation plans submitted to the ACC shall be engineered by a Professional Engineer licensed in the State of Texas. The foundation plan shall bear the stamp and signature of the Professional Engineer of Record. The foundation plan shall reference the site-specific soil report (see above) used for the foundation calculations, including the name of the testing laboratory, report number and date.

### INSPECTIONS, SURVEYS AND REPORTS:

The following Inspections, surveys and reports shall be performed **during** construction of the foundation pad and the foundation and provided to the POA/ACC:

**c) Soil Compaction Report:** If the Engineered Foundation Plan or the Soil Report requires that the foundation pad be compacted to a standard, such as ASTM D698, the builder shall have the pad tested by a qualified testing company in accordance with the cited standard. The builder shall request a written report of the testing results. The builder shall not proceed with construction of the foundation until the compaction standard has been met.

**d) Form Survey:** After the foundation forms have been set, the builder shall contact a registered surveyor to perform a form survey. If the foundation form is found to be outside the building lines, all work shall cease until the form is correctly placed and re-surveyed. **Form survey MUST be submitted to the ACC for approval 48 hours prior to pouring.**

**e) Inspection of Drilled Piers:** If the foundation design requires that piers be drilled, the Engineer of Record, or his designated representative, shall inspect the pier borings and steel installation to ensure they meet his requirements before the concrete is placed. The engineer shall provide a written inspection report.

**f) Foundation Inspection:** The Engineer of Record, his designated representative, or a inspector licensed in the State of Texas shall inspect the foundation and steel placement to ensure that it meets his requirements before concrete is placed. The engineer may, at his discretion, attend the placement of concrete. The engineer shall provide a written inspection report. **Foundation Inspection MUST be submitted to the ACC for approval 24 hours prior to pouring.**

Builder understands that the above listed Inspections and reports are required to be submitted and accepted by the ACC prior to moving to the next stage of the build as stated in each section above.

\_\_\_\_\_  
Builder Initials