

# TERRAMAR BEACH COMMUNITY IMPROVEMENT ASSOCIATION

## NEW CONSTRUCTION AND IMPROVEMENT PROJECTS APPLICATIONS

**There are two parts to this application document. Fill out and complete only the part that applies to your project. Part #1 is for NEW CONSTRUCTION and Part #2 is for IMPROVEMENT PROJECTS.**

### New Construction Application – Part #1

#### Submission Fee:

\$250 Review Fee (Non-refundable) **and** \$1000 Deposit (Refundable) must be dropped off or mailed to King Property Management. Check or money order must be payable to "Terramar Beach CIA".

**Application reviews cannot begin until all fees are received.**

Terramar Beach Community Improvement Association  
c/o King Property Management  
720 N. Post Oak Road, Suite 300  
Houston, TX 77024  
713-956-1995

#### Application and Document Requirements for Submission:

1. Application document, Engineered Drawings and City permit must be submitted via email in PDF format ONLY. Printed Copies will not be accepted. Please email documents to: lisap@kpmtx.com
2. PDF(s) must not exceed **11 megabytes** per file and shall be logically named.
3. Please confirm that all documents have been created with a **minimum of 200 DPI** and are legible, clear and rotated to display correctly.
4. Application, Drawings, City permit, Fees, and related information are required for a complete submittal.
5. Engineered Drawings must be signed, sealed, and dated by a licensed registered engineer.

#### Applicant Information:

LOCATION: Terramar: Section number: \_\_\_\_\_ Block number: \_\_\_\_\_ Lot number: \_\_\_\_\_ (only section 2&3 have block #)

PROPERTY ADDRESS \_\_\_\_\_

OWNER NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

BUILDER/CONTRACTOR \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

OFFICE PHONE \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

**New Construction Information:**

Start Date \_\_\_\_\_ Projected Completion Date \_\_\_\_\_

Note: Construction must be completed within twelve (12) months of commencement, which is identified by Terramar Architectural Control Committee (ACC) approval and delivery of pilings to the job site. Once construction begins, which is when the pilings are set and survey approved, work must be prosecuted diligently and continuously until completion; with completion being defined as receipt of a Certificate of Occupancy from the City of Galveston, and removal of all construction materials, porta-let and trash containment from the job site. Requests for extension of the 12-month construction period must be made in writing to the ACC, with an explanation of the reason and justification for the extension. Failure to complete construction in a timely manner is subject to fines.

**No construction materials allowed on property until ACC approval.**

Number of Stories \_\_\_\_\_ Total Height \_\_\_\_\_

Total Enclosed dwelling area Sq. Ft. \_\_\_\_\_

List the building set back lines (B.L.) that affect your Lot:

Typical minimum setbacks are 20' Front, 3' - 5' - 10' - 20' Rear, and 5' - 10' Side.

Right Side \_\_\_\_\_ ft. Left Side \_\_\_\_\_ ft.

Front \_\_\_\_\_ ft. Back \_\_\_\_\_ ft.

**ADDITIONAL INFORMATION/COMMENTS** (Briefly describe any elements or construction details that may assist in plan review.)

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**Application Checklist (All items must be checked):**

- This completed application including signature of builder and owner, copy of the City of Galveston building permit, copy of the Texas General Land Office permit if required, the application review fee and refundable deposit.
- Site/lot plan to required scale of 1/4" = 1" showing the dimensions of lot and distance from house to all four (4) Lot lines and the distance from the structure to the building setback lines and include the location of **all** structures (house, garage, etc.) and driveway. All dimensions should reflect the recorded plat and survey of the property.
- Architectural drawings and elevations drawn to scale of 1/4" = 1'. Elevations shown with dimensions.
- Engineering Plans signed and sealed by a Registered Engineer in the State of Texas.
- City of Galveston Building Permit
- Texas General Land Office Permit if required for your Section. Refer to Deed Restrictions to determine if this is required for your section.
- Piling Plan with dimensions
- Lot Survey
- Proposed As-Built Elevation Certificate
- Application has been signed, dated, and initialed on all pages where indicated.**

**APPROVAL IS SUBJECT TO:**

Receipt of the following:

- Payment of past due assessments and any other charges, if any.
- One copy of the Building Permit.

- One copy of a recent survey or plot plan showing the location of the proposed improvements relative to the building setbacks, easement, and lot boundaries.
- Receipt of one copy of an official form/piling survey showing the location of the improvement as soon as the pilings are in place. The piling survey may be faxed or emailed to King Property Management.
- **Framing shall not proceed until the second or piling in place survey has been approved by the ACC.** Failure to comply with this provision will result in fines and work stoppage.

Provision and compliance for the following:

- The continuous posting of the building permit on the Lot during the construction period.
- A portable toilet on the lot **prior to and during** the construction period.
- Installation of a culvert as required by the City of Galveston.
- Silt fencing on the perimeter of the lot (sides and back) sufficient to prevent erosion of the lot into the adjacent streets or other properties.
- A dumpster or other trash containment device **prior to and during** the construction period.
- **Construction Site Work Schedule:** Construction is **NOT** allowed before 7:00 am and after 7:00pm and **NOT** allowed before 12:00 noon on Sundays and Public Holidays.

### **CONSTRUCTION GUIDELINES**

By signing below, the applicant acknowledges/authorizes the following:

1. The ACC or its agents may enter upon and inspect the Lot and structures thereon during regular business hours for the purpose of ascertaining whether said Lot and structures thereon are in compliance with the Declaration and the approved plans and specifications. Neither the ACC nor its agents will be deemed to have committed a trespass by reason of such entry or inspection.
2. All changes or modifications to the site or building construction or alterations or additions thereto require prior approval in writing from the Association's Architectural Committee ("ACC") prior to construction. All changes from plans approved by the ACC must also be approved by the ACC. (See Deed Restrictions for each Section of Terramar Beach for more details).
3. Approval of plans and specifications by the ACC will not be relied upon by any person or entity as to the sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements. The owner further agrees and understands that any related inspections performed by the ACC, or its agents are for its own purposes in determining compliance with the Declaration and the approved plans and will not be relied upon by any person or entity as to the sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements or plans.
4. The granting of aforesaid approval (whether in writing or by lapse of time) shall constitute only an expression of opinion by the ACC that the terms and provisions of the relevant covenants and deed restrictions shall have been complied with is the improvements are constructed as the plans, specifications, and plot plans as submitted.; and such approval shall not constitute any type of waiver or estoppels either as to the persons expressing such approval or any other person in the event that the improvements are constructed in accordance with such prerogative by one or more members of the ACC in their capacity such shall not constitute such action by Terramar Beach Community Improvement Association notwithstanding that any such ACC member may be an officer, owner, or direction of Terramar Beach Community Improvement Association.
5. Burning of brush, trees, or construction material is not permitted in the subdivision.

6. Reasonable construction hours must be maintained, including no building after 7pm or on Sundays before noon.
7. Dumping of construction material is not permitted.
8. Work sites must always be kept clean. All debris must be picked up by 7pm each day. Trash/debris must be contained in an adequate container.
9. If construction is not completed within 12 months of commencement, a request for extension must be submitted with a reason for the extension and an estimated completion date.
10. Other permits or approvals may be required from the City, or other governmental entities. It is the responsibility of the owner to obtain all required approvals. A copy of the Building Permit must accompany this application.
11. Within 15 days of final completion, a "Notice of Completion" including a Certificate of Occupancy and final survey must be submitted for review. Within 60 days of receipt, the ACC will issue a "Notice of Compliance or Non-Compliance". If non-compliant, the owner has 45 days to become compliant. Once Notice of Compliance is given, any remaining portion of a deposit received (minus fines/fees) will be returned.

## **TERRAMAR BEACH DESIGN REVIEW STANDARDS**

### **SITE PLAN**

1. Site/lot plan to required scale of 1/4" = 1" showing the dimensions of lot and distance from house to all four (4) Lot lines and the distance from the structure to the building setback lines and include the location of **all** structures (house, garage, etc.) and driveway. All dimensions should reflect the recorded plat and survey of the property. Site plan must indicate property lines and dimensions, easements, setback lines, walks, drives, fences, roof overhangs, air conditioning platforms and any other improvements. Drawings must include drainage and plot plans.
2. Setback lines as recorded on the plat must be adhered to in the location of structures. The ACC reserves the right to control absolutely and solely the precise site and location of any dwelling or structures upon all lots. Such locations shall be determined only after reasonable opportunity is afforded the lot owner.
3. Location of buildings including appropriate dimensions is required. Typical building setback lines include:
  - a. 20-foot front property line
  - b. 3-5-10-20 feet from rear property line (base on plat)
  - c. 5-10 feet from side property line
4. No building or other improvement, except landscaping at grade, shall be located on any lot so as to encroach upon any building setback line, nor shall any building be located any nearer than ten (10) feet to any street right-of-way lines. Eaves or Roof Overhang may extend past the building setback lines no more than 18 inches (maximum). No other projections besides Eaves or Overhang as defined herein may extend beyond building setback lines. All Eaves and Overhang(s) must be shown and dimensioned on the site plan to demonstrate compliance. For purposes of Eave or Overhang setback encroachments: Eaves are defined as the underpart of a sloping roof overhanging the exterior walls. This includes the eave or edge of the roof which overhangs the gable end walls.
5. Driveways must meet the City of Galveston Building Codes.

**TERRAMAR BEACH CONSRUCTION FINES**

**(Per Occurrence & as noted)**

- 1. Start of construction prior to ACC approval: \$1,000
- 2. Placement of construction materials on jobsite before approval \$500
- 3. Change in approved Construction without approval: \$500 (each unapproved change)
- 4. Dirty work site, builder trash, Friday site not cleaned: \$100
- 5. No port-a-potty: \$100 (weekly until remedied)
- 6. Failure to install or incorrectly installed debris fencing: \$100 (weekly until remedied)
- 7. Non contained debris (no roll-off or equal): \$100 (weekly until remedied)
- 8. Failure to provide "piling" survey before framing: \$1,000
- 9. Blocking the roadway, using other properties for material laydown or inappropriate actions toward residents and/or their property: \$200
- 10. Failure to complete construction within the allotted time for Construction, including any extensions approved by the ACC. \$1,000
- 11. **Other fines may be levied as dictated by the ACC. TBD**

**OWNER / BUILDER CERTIFIES THAT**

- 1. The information presented herein and included with this application is true and complete.
- 2. The improvements will be completed in accordance with the approved plans and Deed Restrictions for your Section. Any changes or modifications to this plan must be approved in writing to the ACC prior to construction.
- 3. The improvements will not affect existing surface water flows at the Lot boundaries.
- 4. Neither the ACC, Terramar Beach Community Improvement Association, King Property Management, nor any of their respective members, officers, directors, shareholders, employees, or agents will be liable because of the approval or non-approval of any improvement.
- 5. All communication regarding this application will come via email to the owner and or builder on file.

***I have read and understand the Construction Guidelines and Design Review Standards for Terramar Beach and my Section, and hereby agree to comply with all terms and conditions contained within.***

Owner's signature: \_\_\_\_\_

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

Builder's signature: \_\_\_\_\_

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

Initial: \_\_\_\_\_

# TERRAMAR BEACH COMMUNITY IMPROVEMENT ASSOCIATION

## Improvement Projects Application – Part #2

### Submission Fee:

\$100 Review Fee, must be dropped off or mailed to King Property Management. Fencing and painting – no application fee is required. Check or money order must be payable to “Terramar Beach CIA”.

**Application reviews cannot begin until all fees are received.**

Terramar Beach Community Improvement Association  
c/o King Property Management  
720 N. Post Oak Road, Suite 300  
Houston, TX 77024  
713-956-1995  
[lisap@kpmtx.com](mailto:lisap@kpmtx.com)

### Application and Document Requirements for Submission:

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2. PDF(s) must not exceed **11 megabytes** per file and shall be logically named.
3. Please confirm that all documents have been created with a **minimum of 200 DPI** and are legible, clear and rotated to display correctly.
4. Application document, Drawings if needed, City permit, Review Fee are required for a complete submittal.

### Applicant Information:

LOCATION: Terramar: Section number: \_\_\_\_ Block number: \_\_\_\_ Lot number: \_\_\_\_ (only section 2&3 have block #)

PROPERTY ADDRESS \_\_\_\_\_

OWNER NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

BUILDER/CONTRACTOR \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

OFFICE PHONE \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

**Improvement Information:**

- Improvement projects are defined as any exterior changes, improvements or additions over \$1000 in value. Improvements includes, but is not limited to Concrete work, Pilings, Siding, Roofing, Doors, Windows, Decking, Handrails, Stairs and Fencing.
- Must comply with Terramar deed restrictions for your section of the neighborhood. (This information is available on the Terramar website, terramarbeach.com, or by asking your Section Leader or a member of the Terramar Architectural Control Committee.)
- Display a copy of your City of Galveston building permit visible from the driveway by posting it to a piling.
- Submit or display your General Land Office, State of Texas approval letter if project is in Sections 1 & 2; and parts of Section 2 & 7.
- Keep the jobsite clean for weekly inspections by the Terramar Architectural Control Committee.

Describe in detail the change or improvement requested. If the Improvement includes expanding the building's footprint, include a copy of your plot/survey indicating the location of change or improvement.

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Where will the change or improvement be located?

\_\_\_\_\_ Front of unit \_\_\_\_\_ Back of unit \_\_\_\_\_ Side of unit

\_\_\_\_\_ Patio/Deck \_\_\_\_\_ Garage \_\_\_\_\_ Other describe: \_\_\_\_\_

**By signing below, the owner agrees to the following:**

- 1) I understand that the HOA Architectural Control Committee will act on this request as quickly as possible and contact me in writing regarding their decision.
- 2) I agree not to begin property improvements until the HOA Architectural Control Committee notifies me of their decision.

**Indemnity and hold harmless agreement:**

Homeowner agrees to and will indemnify and hold harmless the Association, it's Officers, Directors, Members, Employees, Agents and Deputies from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees for injury to or death of any person, or for damage to any property, arising out of or in connection with the above referenced HOA Architectural Control Committee request, including where such injuries, death, or damages are caused by the Associations, sole negligence or the joint or concurrent negligence of the Association and any other person or entity.

\_\_\_\_\_  
Signature of Homeowner

Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Initial: \_\_\_\_\_