



Dear Homeowner,

We are proud to have been appointed Managing Agent for **Riata Ranch Homeowners Association** and look forward to serving the needs of your community.

Our goal is to make a difference, every day, for the residents and communities we serve, and to provide you with the most efficient and comprehensive service possible. In order to achieve this, all phone calls are answered by a real person. Our highly trained Call Center Agents are available to respond to your needs on the first call.

As part of our goal of effective communication with all homeowners and residents, it's important that we maintain current contact information. We've enclosed an Owner/Resident Information form and ask that you complete the form and return it to us as soon as possible. The form can be returned by **email at contactus.tx@fsresidential.com**, **faxed to 888.569.1155**, or by regular mail to **FirstService Residential, 2002 Timberloch Place, Suite 650, The Woodlands, TX 77380**.

We understand your concerns regarding privacy, and we assure you that information we request is for Association use only. Your information is strictly used to assist us in maintaining current owner/resident information, contact information, identifying residents entitled to use of community amenities, and ease of contact during an emergency. The Information you provide will not be shared with outside parties.

FirstService Residential also offers a web-based, proprietary software to give you real-time information about your community and your member homeowner's account. By logging on to <https://RiataRanch.connectresident.com> you will be able to:

- View your account balance and history in real time
- Be the first to know the latest news in your neighborhood
- See your community calendar
- Access the governing documents for your association
- Read current and archived newsletters
- View account information, including address, email and phone number registered to your account
- Search frequently asked questions

To access your community's information, simply register at <https://RiataRanch.connectresident.com> and click on "Resident Intranet" at the top of the page, then click "Register" (or login if you are a return user). *(Please note: When registering, your Connect website portal will be validated using your email address or phone number. If you haven't submitted your Owner/Resident form or otherwise provided your email address or phone number, please contact Customer Support at 877-253-9689 before registering.)*

For the best experience with your new community resident portal, we suggest that you access it using one of the following browsers: **Google Chrome, Firefox, Safari**

Register today to start taking advantage of all that the **Riata Ranch Homeowners Association** website has to offer!

Our phone number is 281-681-2000 and office hours are Monday thru Thursday, 9:00 am to 4:00 pm and Friday, 9:00 am to 1:00 pm. Should an emergency arise outside normal business hours, our after-hours emergency service will ensure a prompt response to your call. We have an emergency team on duty 7 days a week, 24 hours a day.

We appreciate the opportunity to serve you and look forward to meeting each of you.

Sincerely,

**FirstService Residential
Community Manager**



MANAGEMENT OPERATION SERVICES [MOS Team]

Have questions about your HOA? At FirstService Residential, your Community Manager works on the day-to-day operations of your community, placing them in the field frequently and working closely with your Board members. With this in mind, we have implemented a new support system of well-trained team members that are able to assist homeowners with general inquiries about the community. This will ensure a timely response, 24-48 hours, to the frequently asked questions that residents have.

Please include your address and the name of your community when contacting us.

Email contactus.tx@fsresidential.com or call 281.681.2000 for general homeowner / resident inquiries

Email shared.mos@fsresidential.com for inquiries about:

- Pool/Gate access devices
- Gate directory programming
- Amenity reservations

Email compliance.mos@fsresidential.com for inquiries about:

- Confidential reporting of deed restriction violations
- Receipt of a notice of a deed restriction violation

Email arc.mos@fsresidential.com for inquiries about:

- Architectural modification applications and submittals

Email contract.mos@fsresidential.com for inquiries about:

- Common area repairs or necessary maintenance to common areas

** Register for the Connect Resident Portal at <https://RiataRanch.connectresident.com> **

2002 Timberloch Place | Suite 650 | The Woodlands, TX 77380

Tel 281.681.2000 | Toll Free 877.253.9689

www.fsresidential.com

Office Hours:

Monday – Thursday 9:00 am – 4:00 pm

Friday 9:00 am – 1:00 pm

RIATA RANCH HOMEOWNERS ASSOCIATION
FirstService Residential
2002 TIMBERLOCH PL, SUITE 650
THE WOODLANDS, TX 77380
281-681-2000 ~ FAX 888-569-1155
EMAIL: contactus.tx@fsresidential.com

FOR OFFICE USE ONLY
Date received _____
Date entered _____

OWNER/RESIDENT INFORMATION

*(Please complete and return this form to us as soon as possible. The form can be returned by email to: contactus.tx@fsresidential.com, or fax to 888-569-1155. You can also mail the completed form to **FirstService Residential, 2002 Timberloch Place, Ste. 650, The Woodlands TX 77380**).*

In an effort to promote effective communication and receive notices regarding your community, Sec. 209.0051, Subsection (e) (2) (B) of the Texas Residential Property Owners Protection Act allows "sending notice by e-mail to each owner who has registered an e-mail address with the association." Per Sec. 209.0051 Subsection (f), "It is an owner's duty to keep an updated e-mail address registered with the property owners' association." Therefore, we ask that you register your e-mail address with your Association.

Property Address:	Owner <input type="checkbox"/> Resident <input type="checkbox"/>
Owner Name:	
Mailing Address:	City State/Zip
Cell/Home Phone:	Business Phone:
E-Mail Address:	

SPOUSE AND/OR CO-OWNER INFORMATION

Name:	Mobile Phone:
E-Mail Address:	Business Phone:

Children/Other Resident Names	Date Of Birth	Gender

VEHICLES

MAKE:	MODEL:	YEAR:	COLOR:	LICENSE TAG:

EMERGENCY CONTACT

Full Name:	Relationship:
Cell/Home Phone:	Business Phone:

For immediate assistance with frequently asked questions, contact our 24/7 Customer Care Center at 281-681-2000. Appointments are required for visiting our office location and can be scheduled by calling our Customer Care Center.
Your information is strictly confidential. Information you provide helps us maintain current contact information in the event of an emergency, to mail your annual statements and Association updates, and aids the Association in identifying residents entitled to use of facilities and amenities.

Riata Ranch Homeowners Association, Inc.

Pool/Splash Pad Registration Form

Member Name(s) - List all persons residing in the Home (this can only be updated once per year):

Property Address: _____

Phone: _____ Email: _____

Please Return to:

Riata Ranch HOA
2002 Timberloch Pl Ste 650
The Woodlands, TX 77380

Phone: 281-681-2000
Fax: 888-569-1155
Email: shared.mos@fsresidential.com

Each property will receive two (2) fobs, ONLY, at no charge. For lost, misplaced, or stolen fobs, there will be a \$50.00 charge per fob. If you choose to purchase additional fobs, please mail the form back to 2002 Timberloch PL Ste 650 The Woodlands, TX 77380 along with a check or money order **or payment can be made online at www.clickpay.com**. We are open Monday – Thursday, 9:00 am to 4:00 pm and Friday, 9:00 am to 1:00pm if you choose to come into the office.

If you wish to pick up your fobs(s), please bring valid photo identification.

Make check payable to Riata Ranch HOA for any additional fob purchases.

	<u>Quantity</u>	<u>Price</u>	<u>Total</u>
Additional Fobs(s) ----->	_____	\$50.00 each	\$ _____
TOTAL DUE:		\$ _____	

I/We _____, by signature of this document, hereby agree to comply with the posted pool/splash pad rules of the Riata Ranch HOA. **I understand failure to comply with the posted rules and hours can result in the loss of my pool and splash pad privileges.**

Pool/Splash Pad Reminders:

1. Children under twelve (12) years of age must be accompanied by an adult eighteen (18) years of age or older at all times to be admitted to the pool area.
2. Properties with an unpaid balance will not be allowed pool privileges until the account has a zero balance.
3. Pool furniture will be available but residents are permitted to bring their own chair or lounger.
4. The drinking fountain will not be operational.

5. The maximum guests (not living in household in Riata Ranch) is 2 per fob. No exceptions.
6. All Residents (living in a home in Riata Ranch) listed on the pool form can have access.
7. Splash pad access will only be through the pool once it opens for the pool season.

PLEASE ALLOW UP TO TWO-WEEKS TO PROCESS AND RECEIVE NEW FOBS.

LOST OR STOLEN FOBS WILL BE DEACTIVATED.

IF YOUR ACCOUNT WAS DELINQUENT AND HAS BEEN PAID, PLEASE CONTACT THE SHARED SERVICES MOS TEAM TO REACTIVATE THE FOB(S). PLEASE ALLOW UP TO 5 BUSINESS DAYS TO REACTIVATE YOUR FOB.

2022 POOL SCHEDULE

<u>May 1st – May 31st</u>	3 LIFEGUARDS
Mondays – Fridays	
Saturdays	10:00 AM to 8:00 PM
Sundays	12:00 PM to 6:00 PM
Monday, May 31 st (Memorial Day)	10:00 AM to 8:00 PM
<u>June 4th – August 1st:</u>	3 LIFEGUARDS
Mondays	CLOSED
Tuesday – Saturday	10:00 AM to 8:00 PM
Sundays	12:00 PM to 6:00 PM
<u>August 2nd – August 22nd</u>	2 LIFEGUARDS
Mondays	Closed for Cleaning
Tuesday – Saturday	10:00 AM to 8:00 PM
Sundays	12:00 PM to 6:00 PM
<u>Aug. 27, 28, Sept. 3, 4, 5*, 10, 11, 17, 18, 24, 25</u>	2 LIFEGUARDS
Mondays – Fridays	Closed for Cleaning
Saturdays	10:00 AM to 8:00 PM
Sundays	12:00 PM to 6:00 PM Monday,
Sept. 6 th (Labor Day)	10:00 AM to 8:00 PM

*Pool to be open Memorial Day, 4th of July and Labor Day; hours to follow the Tuesday through Saturday schedule. The pool will be open for Monday holidays and closed the following Tuesday. Pool is to be clean and ready for swimmers at opening time. Pool closures must be called in to the Management Company.

RIATA RANCH HOMEOWNERS ASSOCIATION

2021 POOL SCHEDULE

HOURS SUBJECT TO CHANGE WITHOUT NOTICE

MAY

Weekends in May: 1, 2, 8, 9, 15, 16, 22, 23, 29, 30, 31*

*Monday, May 31 (Memorial Day) 10:00 am to 8:00 pm

Saturdays 10:00 am to 8:00 pm

Sundays Noon to 6:00pm

JUNE 4 through AUGUST 22

Mondays Closed

Tuesdays – Saturdays 10:00 am to 8:00 pm

Sunday Noon to 6:00pm

AUG. 28 - 29 and SEPT. 4, 5, 6*, 11, 12, 18, 19, 25, 26

Mondays – Fridays Closed

Saturdays 10:00 am to 8:00 pm

Sundays Noon to 6:00 pm

*Monday, Sept. 6 (Labor Day) 10:00 am to 8:00 pm

*The pool will be open on Monday and closed on the following Tuesday.

Pool closes for the season September 26, 2021

SPLASH PAD SCHEDULE

HOURS SUBJECT TO CHANGE WITHOUT NOTICE

NEW MARCH 13th - October 31st

Mondays Closed

Tuesdays – Saturdays 10:00 am to 8:00 pm

Sunday Noon to 6:00 pm

Splash pad will only be operational during scheduled times.

Splash Pad closes for the season October 31, 2021

Riata Ranch Homeowners Association, Inc.

c/o FirstService Residential

2002 Timberloch PI Ste 650 The Woodlands TX 77380

Phone: 281-681-2000 Email: Shared.mos@fsresidential.com

Tennis Court Registration Form

Please complete the top portion of the form and submit along with a \$25.00 tennis court key deposit. If your key is lost or stolen, there will be a fee of \$50.00 to replace the key. If you chose not to replace the key, your deposit will be forfeited. Your deposit will be refunded once the key has been returned to the management company. **Your account must have a zero balance.**

Member Name: _____

Property Address: _____

Phone: _____ Email: _____

Please Return to:

Riata Ranch HOA
2002 Timberloch PI Ste 650
The Woodlands, TX 77380

Phone: 281-681-2000
Fax: 888-569-1155
Email: shared.mos@fsresidential.com

Payment of \$25.00 key deposit can be submitted via check, money order or online at www.clickpay.com/firstservice using your account number. Cash is not accepted.

I have received a copy of the Riata Ranch Tennis Court Rules and agree to abide by them.

Signature: _____ Date: _____

Riata Ranch Homeowners Association, Inc.

Tennis Court Rules

1. The tennis court is for the exclusive use of the residents of Riata Ranch and their invited guest only. Guests must be accompanied by a resident.
2. No bicycles, roller skates, roller blades, scooters, skateboards, or any other wheeled vehicles permitted on the courts at any time.
3. Children under the age of 12 are not allowed on the court unless they are playing tennis under adult supervision.
4. Excessive noise or abusive language is prohibited.
5. No food or glass containers allowed on the court.
6. When others are waiting to use a court, play time must be limited to one hour.
7. Proper tennis etiquette and attire, including non-marking tennis shoes are required at all times.
8. No pets are allowed inside the fenced area.
9. Abuse or misuse of the facility will not be tolerated.
10. No littering – dispose of all trash properly.
11. While waiting for the court, please wait outside the gate.
12. After play is completed, the gate must be completely closed.
13. Riata Ranch is no responsible for lost or stolen items.
14. VANDALS WILL BE PROSECUTED.

Failure to abide by the above rules may result in revocation of tennis court privileges.

Report all concerns to FirstService Residential at 281-681-2000 or shared.mos@fsresidential.com

Riata Ranch HOA

Gate Access Form

Please complete the following form to gain access to the gated section in your community. Check the corresponding box and fill out all of the information so that we can best serve you.

Owner's First Name

Last Name

Property Address

Section Number (6 or 7)

Mailing Address (if different)

Home Telephone

Email address

Directory Code (instructions will be provided)

Name _____ Phone Number _____

Name _____ Phone Number _____

Name _____ Phone Number _____

Name _____ Phone Number _____

Entry Codes- Four digit entry code for gate access

Personal _____ Vendor _____

Entry Gate Remotes Request For Additional Remotes

Quantity Desired: _____ X \$40.00 = \$ _____

Signature (Homeowner/Resident)

Date

Please make checks payable to the Riata Ranch HOA. Check or money order only.

All payments and forms can be mailed or dropped off to:

FirstService Residential

2002 Timberloch Place Suite 650

The Woodlands, TX 77380

Email: shared.mos@fsresidential.com fax: 888-569-1155



RIATA RANCH

Dear Homeowner:

Re: A.C.C. Packet

The purpose of the architectural review process is to keep the Community attractive for the enjoyment of residents and for the protection of their property value. In accordance with the Associations Governing Documents, approval is required and an ACC Home Improvement application must be submitted for all exterior modifications prior to beginning any work. Any homeowner considering exterior improvement(s) and/or change(s) to their home or property is required to submit a "Packet for Home Improvements and Modifications" to the Board of Directors/Architectural Control Committee (A.C.C.). If any unapproved change(s) is/are made to a dwelling or property, the association reserves the right to require the homeowner to remove the improvement(s) and/or change(s).

Please reference the information provided in this packet to determine the requirements and information needed to properly review your application. The preceding list includes examples, however, is not all-inclusive of items needed to complete your request in a timely manner. If the required items are not submitted with your application, **your request will be denied due to missing information.**

Project requirements may vary, please reference page 2 of this packet to ensure all information is properly submitted.

**ALL APPLICATIONS HAVE A \$25 ADMINISTRATIVE PROCESSING FEE AND SHOULD BE MADE PAYABLE TO:
FIRSTSERVICE RESIDENTIAL**

The Board of Directors/(A.C.C.) will review and respond to your application in the appropriate timeframe as outlined in the Governing Documents from the date the application is received, not the date noted on the application by the submitter. All decisions will be conveyed in writing and will be sent electronically to the email noted on the application or on file. For applicants without an email address, decisions will be mailed via the United States Postal Service (USPS).

For questions pertaining to the ACC process, your project or this ACC Packet, please contact the Community Manager or arc.mos@fsresidential.com.

Sincerely,

Architectural Administrator
FirstService Residential

cc: property file

As a reminder, packets must contain all requested documentation or will be denied for missing information

Completed application may be submitted to:

FirstService Residential
2002 Timberloch Place Ste 650
The Woodlands, TX 77380
email to: arc.mos@fsresidential.com



**RIATA RANCH
Application for Home Improvements and Modifications**

Homeowner Information:

Name:			
Address:		Date:	
Phone:		Email:	

ONLY 2 PROJECTS WILL BE PERMITTED ON 1 APPLICATION. A SEPARATE APPLICATION AND PROCESSING FEE WILL BE REQUIRED FOR ADDITIONAL PROJECTS UP TO 2 ON EACH APPLICATION.

<input type="checkbox"/>	Generator	<input type="checkbox"/>	Storage shed	<input type="checkbox"/>	Wrought Iron Fence/Gate	<input type="checkbox"/>	Pool/Spa
<input type="checkbox"/>	Play Equip. or Swing set	<input type="checkbox"/>	Patio Cover/Patio Cover Extensions/Arbor/Pergola Gazebo/Room Addition	<input type="checkbox"/>	Doors: Front/Rear/Garage/Storm Door	<input type="checkbox"/>	Flatwork: Patio/Porch/Deck/Driveway
<input type="checkbox"/>	Solar Screens	<input type="checkbox"/>	Landscaping, Tree Addition/Removal	<input type="checkbox"/>	Yard Art/Landscaping Border	<input type="checkbox"/>	Windows/Shutters
<input type="checkbox"/>	Sprinkler System	<input type="checkbox"/>	Roof Replacement	<input type="checkbox"/>	Gutter/Siding	<input type="checkbox"/>	Low voltage landscape lights
<input type="checkbox"/>	Exterior Paint	<input type="checkbox"/>	Security Cameras/ Satellite Dish	<input type="checkbox"/>	Fence (New/Extension/Relocation)	<input type="checkbox"/>	Project(s) not Listed:

Description:			
Contractor performing work:		Contractor Phone:	

Required Items Based on Modification/Project Request:

<http://www.eng.hctx.net/permits/Residential>

- **Patio cover, patio cover extension, patio enclosure, arbor, gazebo, room addition, pergola, etc.:** Photo, brochure or drawings depicting front and side views indicating look of completed structure with complete dimensions (height, width, length, depth), color, materials, roofing and lot survey noting location. Photos of the home where proposed project will be located. **Renderings of completed modification/project are required! City/County Permit Required**
- **Playset, swing set, trampoline, basketball goal, etc.:** photos, brochure, or drawing indicating dimensions, color, materials, location on lot survey, etc. Photos of the home where proposed project will be located.
- **Pool/Spa:** location indicated on lot survey of: pool/spa, necessary equipment, all drain lines, sewers and backwash, the area where the contractor will access the property and any decking. Also indicate any slides, diving boards, etc.). Photos of the home where proposed project will be located **Swimming Pool Supplement Form is required. Renderings of completed modification/project are required! City/County Permit Required**

- **Stain, exterior painting, gutters, siding, or hardi-plank:** photograph of home, submit color sample of stain or paint, and siding / gutter material. Provide trim color (soffit, fascia and window) and Accent color (shutters, windows, hoods and exterior doors). Photos of the home where proposed project will be located.
- **Roof:** submit roof shingle sample, warranty length of shingles. A true color brochure picture is acceptable. Photos of the home where proposed project will be located.
- **Front/Stained Door, Storm Door:** Photos or brochure of door, color/stain samples required. Photos of the home where proposed project will be located.
- **Solar screens, window film/tint, replacement windows:** screen/film samples, indicate windows to have screens added or to be tinted. If replacing windows indicate windows being replaced, and include brochure depicting final look. Photos of the home where proposed project will be located.
- **Wrought iron fence/gate:** drawing, photo, brochure, color, along with location on lot survey must be submitted. Photos of the home where proposed project will be located.
- **Decking or patio:** materials, dimensions, and location must be indicated on lot survey. Photos of the home where proposed project will be located.
- **Concrete work (sidewalk, driveway, patio slab, etc.):** photograph of area, location and dimensions must be indicated on the lot survey. Photos of the home where proposed project will be located.
- **Security Cameras, Satellite dish or antennae:** size, height, location on home must be indicated. If not located on home, indicate placement on lot survey. Photos of cameras/dish/antennae must be provided. Photos of the home where proposed project will be located.
- **Yard Art/Decorations (bird baths, pots, benches, statues, swings, signs, water fountain, etc.):** photo/brochure, dimensions, and location on lot survey. Photos of the home where proposed project will be located.
- **Landscaping/landscape border, tree removal/addition:** type of tree/landscaping, pictures, and location on lot survey. Photos of the home where proposed project will be located.
- **New fence or existing fence relocation:** height, materials, and location indicated on lot survey. If staining provide color samples. Photos of the home where proposed project will be located. **FRONT FENCE IS TO BE MAXIMUM HEIGHT 4' & NO CHAIN LINK FENCES ALLOWED.**
- **Landscaping lights or sprinkler system:** indicate placement of all lights and sprinkler heads on lot survey. Provide photos or brochure of landscaping lights/sprinkler system must be provided, along with wattage of lights to be utilized. Photos of the home where proposed project will be located.
- **Shutters:** indicate windows where shutters will be added, include photos/brochure, and paint/color samples. Photos of the home where proposed project will be located.
- **Storage shed/Generator:** Photos/brochure, dimensions, materials, color samples, and location on lot survey. Photos of the home where proposed project will be located.
- **Solar Panels:** Specs – brochures, plans from contractor and plot survey of notations of panels on the home. Pictures of the home, from the street, front view and side views of each side where the panels are proposed to be placed.



Exhibit A

Note: The fee is due at the time of submission.

Applications received without the fee will not be processed and will be denied.

Fees paid by check or money order must be made payable to: FirstService Residential

Electronic payments can be made by visiting WWW.CLICKPAY.COM , submit payment receipt with application.

About the requirements:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	I/We have read the appropriate deed restrictions
<input type="checkbox"/>	<input type="checkbox"/>	This project will require fence removal (if yes, inform community manager)
<input type="checkbox"/>	<input type="checkbox"/>	Detailed description of project/Contractor's detailed plans, specifications, and supporting information provided
<input type="checkbox"/>	<input type="checkbox"/>	Completed project will be visible from street
<input type="checkbox"/>	<input type="checkbox"/>	I/We acknowledge the project must be completed within the timeframe noted in the approval letter.
<input type="checkbox"/>	<input type="checkbox"/>	I/We acknowledge a County/City permit may be required and requested as a part of the review process

I understand the submitted project request(s) are reviewed in accordance with the timeframe and requirements outlined in the Governing Documents for the Association. I understand all aspects of the project will be taken into consideration to make sure it will enhance and protect the attractiveness, beauty and desirability of the community as a whole. I understand I will be notified of the rendered decision either electronically or by mail. I agree no exterior work will begin before I have been notified of the Board/Committee's approval. I understand and agree it is the duty of the homeowner, contractor, and consultant employed or contracted by the homeowner to ensure the structural and mechanical integrity of the project, for safety and is designed and constructed in accordance with the covenants and restrictions applicable to the lot. I agree neither the Association, or any Director, Officer, Board Member, Committee, Managing Agent, or Member or Employee thereof (the "Indemnified Parties"), shall be liable for damages or otherwise because of the approval or denial of this application or any facet thereof. I hereby release, indemnify, and hold harmless the indemnified parties from any claim, liability, damage, suit, and attorney's fees arising out of any action or omission with regard to this application and in regard to the design plan review, construction, or inspection of the proposed improvements, including any claims, liability, damages, suits, and attorney's fees resulting from the negligent acts of one or more of the indemnified parties.

The Association shall be entitled to impose reasonable fines for violations of the restrictions or any rules and regulations adopted by the Association or the ARC pursuant to any authority conferred by either of them by these restrictions and to collect reimbursement of actual attorney's fees and other reasonable costs incurred by it relating to violations of the restrictions. Such fines, fees and costs may be added to the Owner's assessment account.

Homeowner Signature:		Date:	
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Completed application may be submitted to:
 FirstService Residential
 2002 Timberloch Place Ste 650
 The Woodlands, TX 77380
 email to: arc.mos@fsresidential.com



**RIATA RANCH
Swimming Pool Supplement**

Please complete and submit this supplement form with your A.C.C. packet.
Please visit county / city website to obtain the permitting requirements for this project.

- Name of Pool Contractor: _____
- Contractor Address: _____
- Contractor Phone: _____
- Equipment Location (pump, filter, etc.): _____
- Backwash to sewer (MUD approval may be required): _____
- Building/Easement Lines: _____
- Will any trees be removed: YES NO If applicable, how many? _____
- Existing 6' fence with self-latching gate: YES NO
- Material type and color of deck: _____
- Pool drain recirculates to pool: YES NO
- Rainwater in area drains to street: YES NO
- How will pool drain? (pop-up valves, area drains, etc.): _____
- Contractor Access (cannot be through or across a common area and **must** be indicated on site survey):

- Distance from edge of pool to each lot line/easement: _____
- Type of coping/filter: _____
- Fence work to be done: _____
- All equipment, deck, coping, and pool is below 6' fence surrounding yard? YES NO
- Height of slide/water fountain/waterfall/sheer decent: _____
- Location of backwash: _____
- Location of sewer: _____

- Homeowner Signature: _____ Date: _____

Residential Permit Review

STEP 1 QUALIFYING CRITERIA

Any improvement to residential real estate, including but not limited to buildings or other structures, filling, paving, and storage (i.e. homes, paving, dirt placement, etc.) require a residential permit.

Determine Review Requirements

The following improvements qualify for Residential Permit:

1. SITEWORK

- a. Driveways & Culverts (Public Right of Way Only)
 - * Proposed new Driveway & curb cut
 - * Driveway Addition/Expansion
 - * Proposed new Driveway with Culvert
 - * Culvert Only
 - * Re-surfacing over existing driveways & culverts
- b. Other Site Development
 - * Cut
 - * Fill
 - * Paving (outside Right of Way)
 - * Re-surfacing over existing paving
 - * Swimming Pool
 - * Fences (in the flood plain)
 - * Bulkheads and Boat Lifts

3. STRUCTURES

- a. Single family dwelling
- b. Tract homes
- c. Mobile Home
- d. Residential garage
- e. Accessory building—sheds, canopies, lean-tos, carports
- f. Improvements, defined as—Renovations/Additions/Rehabilitations/Repairs to existing structures.
- g. Structures less than 150 s.f. in the flood plain

4. MISCELLANEOUS

- a. Recreational Vehicle used as a permanent residential unit (will be reviewed as a mobile home).
- b. All other Recreational Vehicles will receive a temporary permit for 180 days.

STEP 2 APPLICATION

Residential Application forms may be downloaded at:

<http://www.eng.hctx.net/permits/Residential>.

Residential Application forms may also be picked up at 10555 NW Freeway, Suite 120, Houston, TX 77092

STEP 2 (contd.)

Note: (important)

* Take advantage of our new faster and easier online “e-Permits System”. You will never have to wait in our lobby, or wait several days to get a permit. You can apply, pay for, and print your permits at your home or office. Visit:

<https://apps.harriscountytexas.gov/EPermits/Login.aspx>

Register to become an account holder and apply.

* Make sure that your application is complete in all respects. Missing information or incomplete applications will result in delays.

* Make sure that the Abstract or Subdivision name, Address and legal description on the application is the same as those on the drawings that you submit.

* Residential Permit Applications tied to onsite septic systems will require Waste Water approval prior to being approved for a permit.

* Before you apply—If you require an additional meter on the same property, please confirm the address with Centerpoint at 713/207-4460, or call 281/949-5566 for Entergy administered areas.

STEP 3 REQUIRED DOCUMENTS

Provide the following information for all development you are applying for:

1. **Site Plan**—Provide the following information (see sample drawing online or at lobby):

- * Provide a north arrow for your site plan.
- * Show all property lines with dimensions.
- * Show distance of your proposed structure(s) from nearest property lines.
- * Clearly label the frontage road.
- * Show existing and proposed utilities.
- * If you have a septic system on site, show location of septic tanks, field lines and spray areas.
- * Show all existing and proposed driveways and culverts on your property with dimensions.
- * Provide the distance between all proposed and existing driveways.
- * Show easements if any.
- * Clearly label all existing and proposed structures on your property. All structures must show overall dimensions.

2. **Improvement—Defined as New Structure, Addition/ Renovation/Repairs/Rehabilitation**—Provide a floor plan showing the following information:

- * Provide overall dimensions of improved areas.
- * Provide detailed Scope of Work for improved areas.
- * Provide construction cost for your improvement, including all labor and materials used.

STEP 3 (contd.)

* If your structure is in a Special Flood Hazard Area, provide a foundation drawing showing the following information (See Foundation Plan example located at <http://hcpid.org/permits>):

- * Finished floor elevation.
- * Highest Natural ground elevation or crown of nearest public street (as applicable).
- * Base Flood Elevation.
- * Garage Floor elevation.
- * Foundation or Anchoring details.
- * Benchmark used—vertical datum/conversion comments.
- * Location of flood vents & details (if applicable).
- * Materials used for foundation.
- * Refer to Harris County Floodplain Notes for additional requirements, located at <http://hcpid.org/permits>.

Note: Foundation drawings will need to be sealed by an Engineer or Architect licensed to practice in Texas.

2. **Driveway (proposed or addition, Public Right of Way only)**

Provide the following information (see sample drawing online or at lobby):

- * Clearly identify existing and proposed driveway widths and curb radius.
- * Distance of driveway to nearest property line.

3. **Culvert (proposed new or addition)**

Provide the following information (see sample drawing online or at lobby):

- * Proposed new —Total length of culvert for each driveway.
- * Culvert addition—clearly identify current length and addition.

Note: Culvert approval and permitting process may take up to 10 business days.

4. **Cut, fill and/or paving:**

Provide the following information (see sample drawing online or at lobby):

- * Clearly indicate location and dimensions of proposed development.
- * Indicate distance of proposed development from property lines.
- * Show depth of cut and/or fill.
- * Show how the proposed development will drain.
- * Provide volume calculations in cubic feet or cubic yards.
- * If your cut/fill/paving is in the Special Flood Hazard Area, you may be required to provide drawings signed and sealed by an Engineer or Architect licensed to practice in Texas.

5. **Miscellaneous Development**

* If your proposed fence or bridge is in a Special Flood Hazard Area, provide anchoring or foundation details. Drawings will need to be signed and sealed by an Engineer or Architect licensed to practice in Texas.

STEP 3 (contd.)

- * If your proposed pool is in the Special Flood Hazard Area, provide anchoring or foundation details for the pool, and show electrical disconnect with elevation complying with Harris County Regulations. Drawings will need to be sealed by an Engineer or Architect licensed to practice in Texas, OR an Elevation Certificate may be submitted.
- * If your proposed pool is in the Special Flood Hazard Area and has decking around it, provide the Base Flood Elevation and the top of deck elevation, OR an Elevation Certificate may be submitted.

Note:

- * *Additional documents may be required as determined by this Office.*
- * *Special Circumstances will be dealt with on a case by case basis as determined by the Building Official.*
- * **“Special Flood Hazard Area” is defined in the Flood Insurance Rate Map (FIRM) by FEMA. For permit requirements in these areas, see Harris County Floodplain Management Regulations, section 4 located at <http://www.eng.hctx.net/permits/Compliance/Compliance-Power/Regulations-Standards-Details>**
- * *For all other requirements visit <http://www.eng.hctx.net/permits/Residential>*

STEP 4

PLAN SUBMISSION

- * It is recommended that applications be submitted through the online permitting system located at <http://apps.harriscountytexas.gov/EPermits/Login>
- * Applications may also be dropped off or mailed to Receiving at 10555 NW Freeway, Suite 120, Houston, TX 77092. **Facsimiles OR emailed applications will not be accepted.**
- * You may also “walk-in” your application at our offices on a first come first served basis. Same day permits are not guaranteed.
- * Permits will be issued for approved applications. You may then request a fee statement by emailing cashiers@hcpid.org

You are now ready to start construction

STEP 5

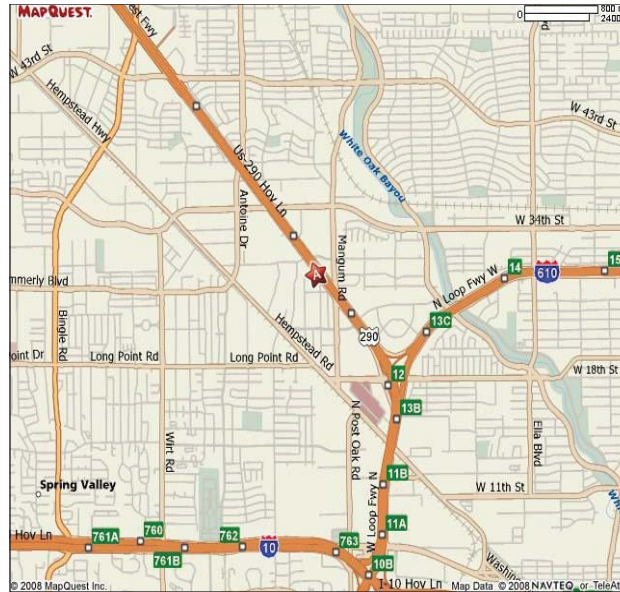
REQUEST YOUR INSPECTION

Home Builders, Developers and Contractors MUST obtain independent 3rd party inspections for their homes. Please visit <http://apps.harriscountytexas.gov/EPermits/Login.aspx> to enter the 3rd party inspections. All other required inspections are noted on the 2nd page of your permit.

Please visit <http://apps.harriscountytexas.gov/EPermits/Login.aspx>, login to your account and click on “inspections”.

You may also call (713) 274-3924 to request your inspection.

Harris County Permits Office
10555 NW Freeway
Houston TX 77092
Receiving Suite 120



For more information about permitting your residential establishment please visit our website:

<http://www.eng.hctx.net/permits>

The Permit Office is open Monday thru Friday
7:30 am until 4:00 pm

HARRIS COUNTY ENGINEERING DEPARTMENT PERMITS OFFICE

Jesse Morales *Manager*
Shawn Sturhan *Assistant Manager*

Phone: 713-274-3900

Questions?

Phone: (713) 274-3920
Email: residential@hcpid.org

HARRIS COUNTY



Residential

Residential Permitting

The Harris County Engineering Department is working towards the safety and welfare of the public on residential property.

All residential development in unincorporated Harris County will require a permit.

This document will inform you how to obtain the forms for submittal, the drawings and documents you will need, and guide you step-by-step through the Residential permitting and inspection process for your development.

PLEASE READ CAREFULLY





FirstService
RESIDENTIAL

Pay Your Miscellaneous Charges Online with ClickPay

We provide a convenient and secure way for you to pay your miscellaneous charges (key fobs, pool cards and clubroom rental) online through **ClickPay**.

Step 1

Create or Access Your Profile

Visit www.ClickPay.com/FirstService, click **Register**, and then create your online profile.

? **Already Pay Online?** If you already pay online through ClickPay, simply log in to your account and skip to Step #3.

? **Account Already Exists?**
If you receive a message stating that an account already exists, you have already been pre-registered within ClickPay. Simply request a password reset link to gain you access to your pre-created profile.

Step 2

Connect Your Property

Enter the FirstService Residential account number found on your statement or coupon and the Last Name listed on the property agreement.

? **Last Name Entered Not Working?**
Try the co-owner last name or if a business, the full name of the business associated with your unit.

Step 3

Enter Your Payment Amount

If your balance reflects the correct amount due, click **Continue**. If your amount due reflects \$0.00, select [Edit](#) and enter the amount you would like to pay as an **Alternative Amount**. Select **Apply** and then **Continue**.

Step 4

Submit Your Payment

Select an existing payment option or select **Click here to add/change payment options**. Payments can be made by e-check (ACH) from a bank account at no cost to you or by credit and debit card for a nominal fee. Applicable fees will be displayed.

Confirm the information displayed and then click **Authorize Payment**.

Need Additional Help? Visit www.ClickPay.com/GetHelp or call 1.888.354.0135 (option 1).



FirstService
RESIDENTIAL

Manage & Pay Your Charges & Assessments Online

We provide a convenient and secure way for you to manage and make payments online through **ClickPay**. Get started by following the instructions listed below.

Step 1

Creating Your Profile

Visit www.ClickPay.com/FirstService, click **Register**, and then create your online profile.

? Account Already Exists?

If you receive a message stating that an account already exists, you have already been pre-registered within ClickPay. Click the link within the activation email sent to you or simply request a password reset link to gain you access to your existing profile.

Step 2

Connecting Your Property

Enter the FirstService Residential account number found on your statement or coupon and the Last Name listed on the property agreement.

? Last Name Entered Not Working?

Try the co-owner last name or if a business, the full name of the business associated with your unit.

! Direct-Debit Users

If you're looking to gain access to your existing automatic ACH Direct-Debit profile transition to ClickPay, you will be required to verify your banking details associated with this payment schedule.

Step 3

Setting Up Payments

From the home screen, select **Auto Pay** in order to set up automatic recurring payments or select **Pay Now** to make one-time payments.

! Adding a Payment Option

When setting up one-time or automatic payments, you will be required to select a new or existing payment option, including e-check (ACH) for FREE or credit and debit card for a nominal fee.



For more information on how to set up an automatic recurring payment through ClickPay, visit www.clickpay.com/gethelp.

Managing Your Account

From the home screen, select **My Account** in order to:

- ✓ Manage or Update Your Profile
- ✓ View Your Online Payment History
- ✓ Manage or Add/Remove Payment Options
- ✓ Add or Remove additional properties

Need Additional Help? Visit www.ClickPay.com/GetHelp or call 1.888.354.0135 (option 1).