Date Received_____ Last Name_____ Section_____Block_____Lot_____

Received $_____ Check #_____ Received By_____ ACC Approval - Y____ N____ Date_____

SEVEN COVES ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE

CONSTRUCTION PACKAGE FOR
NEW HOME CONSTRUCTION
&
CONSTRUCTION OF HOME ADDITIONS

REVISED AND EFFECTIVE MARCH 12, 2025

IN ADDITION TO COMPLIANCE WITH THE RULES AND GUIDELINES CONTAINED IN THIS DOCUMENT, PROPERTY OWNERS ARE ALSO REQUIRED TO COMPLY WITH THE SEVEN COVES ASSOCIATION, INC. DEED RESTRICTIONS.

The Property Owner has the sole responsibility to protect his/her own interests by ensuring that the measurements, material types, quality, quantity, and construction methods also meet the Property Owner's approval, and are in compliance with these construction documents.

Property Owners are required to hire an architect and an engineer, to ensure compliance with the construction plans and these documents.

CONSTRUCTION PACKAGE

NEW HOME CONSTRUCTION
& CONSTRUCTION OF HOME ADDITIONS

This package is to inform you of the process required to build a new home, an addition to an existing home or a garage within the Seven Coves Subdivision. Included please find the following:

1) Minimum Building Guidelines for New Home Construction, Home Additions or Garages.
2) Application For Seven Coves Building Permit.
3) Seven Coves Building Permit.

Minimum construction plan requirements are specified in this Building Packet document. Prior to any work being performed, you must receive written approval from the Seven Coves Architectural Control Committee (ACC). In order to request approval, you must submit the following documents showing compliance to the minimum building guidelines at the Seven Coves Business Office:"

1) The completed Seven Coves Application for Building Permit.
2) Two (2) complete sets of construction plans and specifications. **Plans that are labeled "Not For Construction" will not be reviewed.**
3) A copy of your Montgomery County Building Permit.

One set of plans will be returned with a Seven Coves Building Permit.
If you intend to install a solar array or rainwater harvesting or storage system, plans and specifications may be submitted for review either at the time of this submission or at a later date. ACC approval is required prior to installation.

If approved, a copy of the Montgomery County Building Permit and the Seven Coves Building Permit, must be kept on the job site, out of the weather.

CONSTRUCTION FEE SCHEDULE:

$250 Review Fee – NON REFUNDABLE
$2000.00 – Construction Deposit - REFUNDABLE WITH CONDITIONS

The Construction Deposit may be refunded upon completion of the project.

All assessments for repair of damage to Seven Coves property caused by the Property Owner or their agents, shall be deducted from the construction deposit. *IN THE EVENT THAT THE CONSTRUCTION DEPOSIT BALANCE IS DEPLETED TO AN AMOUNT BELOW $1000.00 THE PROPERTY OWNER SHALL BE REQUIRED TO REPLENISH THOSE FUNDS IMMEDIATELY TO A BALANCE OF $2000.00.*

MINIMUM BUILDING GUIDELINES

1. No clearing or grading of any lot may occur prior to the approval of building plans and the issuing of a **Seven Coves Building Permit** by the ACC.
2. The street surface and curbs shall be protected by placing appropriate sized boards along and beside the street curb to protect the curb from equipment and trucks entering and exiting the building site. No access to the building site is allowed through an adjacent lot without prior written approval of the adjacent lot owner. No access to the building site is allowed through a Seven Coves greenbelt or common area without prior written approval from the Seven Coves Property Manager. The property owner may be responsible for the cost of repairs to subdivision streets, curbs, utilities or adjacent property.
3. **Plastic construction fencing must be placed around the sides and rear lot lines of the construction site. The front lot line may remain open.**
4. A portable toilet is required on the work site and must be located inside the lot lines. No portable toilet will be allowed to be placed upon property which is adjacent to the work site. The toilet must be shielded from view on the three solid sides with a wooden enclosure, and the door side must face away from the street. The toilet must remain on the site during the entire period that workers are on the site.
5. No construction work of any kind may begin prior to 7:00am. All construction work must cease prior to 7:00pm. **No construction work is allowed on Thanksgiving Day or Christmas Day.**
6. Concrete trucks are not allowed to "wash out" in the street, storm drains or any other area of Seven Coves. Any "wash out" will be done on the actual lot where construction is taking place, or at a location outside of Seven Coves.
7. **THE BURNING OF TRASH OR DEBRIS IN SEVEN COVES IN STRICTLY PROHIBITED**. No trash or waste material of any kind may be burned at any time. A trash receptacle must be located on the construction site. **Property Owner and Builder are responsible for maintaining a clean worksite at all times.**
8. No signs are allowed on the construction site, except one small sign indicating the street address and the name of the builder.

9. All roof rafters, ceiling joists, and wall studs shall be installed on 16 inch centers (maximum spacing). Compliance is required to be detailed on the plans submitted.
10. All slab exposures of the house shall be not less than 10 inches above the finished grade.
11. All roof decking for composition shingle roofs shall be a minimum thickness of 7/16 inch. All OSB or plywood roof decking shall be installed using metal spacer clips.
12. Finished roofing materials shall be composition shingles, architectural metal, tile, storm shingles, or other materials as approved by the ACC. Three-tab shingles are prohibited.
13. New concrete installation for house slabs, driveways, sidewalks, and patios shall be a minimum thickness of four (4) inches and shall be a minimum compressive strength of 3,000 psi. The steel reinforcing for house and garage foundations and slabs shall be as per the engineer's design specs.

    The new concrete for driveway, patio, and sidewalk slabs shall contain steel reinforcing rods of a minimum diameter of 3/8 inch. Steel rebar shall be placed in a square grid pattern on sixteen (16) inch centers (maximum spacing) and shall sit on plastic "rebar chairs" which properly position the steel into the center of the 4 inch concrete slab. For driveways, at the point where the driveway joins the existing concrete roadway gutter, the end of the new driveway shall include a 10 inch wide X 8 inch deep concrete support beam, as per the attached sketch. This new driveway beam shall be doweled into the concrete gutter of the roadway.
14. No portable generators are allowed on the job site. Builder must set, and have hooked up and working, a temporary electric power pole to provide electric power prior to the start of construction.
15. Where not otherwise specified, minimum construction standards as set forth in the current edition of the Southern Building Code shall be met.
16. All requirements detailed in the deed restrictions or recorded plat, including setback lines, utility easements, garage placement, minimum living space, etc., shall be complied with.

The streets of Seven Coves must be cleaned of all dirt, mud and debris originating from the construction site, either by transfer from vehicles, workers or water runoff. A properly installed erosion barrier is strongly recommended to contain runoff on the lot.

ARCHITECTURAL DRAWINGS REQUIRED

1. A professional Survey of the property, showing a Licensed Surveyor's seal..
2. A Site Plan showing dimensions of all improvements, easements, streets, and building lines as detailed in the deed restrictions or recorded plat for this Section. The site plan must also show the final water drainage plan.
3. Complete structural drawings must be provided to the ACC. These drawings must display the seal of a Licensed Professional Architect or Professional Building Designer. A foundation plan stamped and signed by a Professional Engineer is required. These drawings must show the following:
    a) Design and details of the foundation and beams, slab, driveway, sidewalks and all framing details.
    b) Exterior elevations, with complete dimensions (including overall height of structure above finished grade). These elevation drawings must also indicate the type of materials to be used on all the exterior surfaces of the home.
    c) A detailed floor plan showing complete dimensions. These floor plan drawings must show the square footage of all living areas on each floor, as well as square footage of all garages, porches, and patios. Refer to the deed restrictions for minimum square footage requirements.
4. Where not otherwise specified, minimum construction standards as set forth in the current edition of the Southern Building Code shall be met.

NOTE: All work must be completed within twelve (12) months from the date of the Building Permit issued by the Seven Coves Architectural Control Committee (ACC). Thereafter an extension of six (6) months may be requested with an administrative fee of $100.00 due at the time of application.

REQUIRED ACC REVIEWS AND UTILITY TIE-INS

1. **REMOVAL OF ORGANIC MATERIAL:** The lot shall be scraped to a minimum of 6 inches deep to remove all organic material within the footprint of the area where improvements will be constructed. On-site review by a member of the ACC, or their designee, is required prior to placement of any fill material. Review must be scheduled a minimum of one business day in advance by calling the Seven Coves Office at 936-856-6111.
2. **PRIOR TO POURING DRIVEWAY, PATIOS, OR SIDEWALKS:** After all forms, fill and steel are in place a review by ACC is required. A minimum of one business day notice is required. Call the Seven Coves Office at 936-856-6111.
3. **UTILITY TIE-INS:** After Seven Coves issues a Building Permit, the Property Owner or the Builder will be solely responsible for contacting Entergy (electric), Center Point Energy (natural gas) and Regional Water (water and sewer) to schedule utility tie-ins. The Property Owner or the Builder will be solely responsible for paying all required utility “Tap Fees”.

APPLICATION FOR SEVEN COVES BUILDING PERMIT
NEW HOME AND HOME ADDITIONS

I /we desire to construct a_____, located at

_____(street address)

Section_____ Block_____Lot_____in the Seven Coves Subdivision, Montgomery County, Texas, and request that a Seven Coves Building Permit be issued by the Seven Coves Architectural Control Committee (ACC) for the construction of same.

I/we have read and fully understand the Seven Coves Deed Restrictions as well as the Seven Coves building requirements contained in this Seven Coves ACC Construction Package. I/we agree that the structure and any other improvements will be built in strict accordance with the plans and specifications which have been submitted to Seven Coves Association, Inc. and which have been approved by the Seven Coves Architectural Control Committee (ACC). I/we agree to abide by the standards, requirements, restrictions, and deadlines.

Recognizing and agreeing to the foregoing, I/we hereby request approval from the Seven Coves Architectural Control Committee (ACC) to construct improvements on the above identified Seven Coves property, as per the plans and specifications which I/we have submitted to the ACC. It is understood and agreed that the Seven Coves ACC has the right to rescind its approval of this Building Permit Application and revoke the Building Permit if I/we do not comply with the agreements and requirements as set forth herein.
Furthermore, the Property Owner understands and agrees that the actions of any independent builder which he/she has contracted with, or the actions of builder's sub-contractors, shall be considered the Property Owner's actions under this agreement.

Executed this _____day of_____, 20_____

Property Owner Signature _____

Mailing Address: _____Phone:_____

Builder or Contractor Signature: _____

Mailing Address:_____Phone:_____

FEE SCHEDULE

- CONSTRUCTION FEE SCHEDULE
    - $250.00 Application Origination – Non-Refundable
    - $25.00 Reapplication After Denial – Non-Refundable
    - $300.00 Application for Improvements Installed Without Prior Approval– Non-Refundable
    - $2,000.00 Construction Deposit – Refundable With Conditions
    - $100.00 Variance Request- Refundable if Denied
    - $100.00 Six Month Project Extension – Non-Refundable

SHOULD THE CONSTRUCTION DEPOSIT BALANCE IS DEPLETED TO AN AMOUNT BELOW $1000.00 THE PROPERTY OWNER SHALL BE REQUIRED TO REPLENISH THOSE FUNDS IMMEDIATELY TO A BALANCE OF $2000.00.

BUILDING PERMIT
SEVEN COVES
ASSOCIATION, INC.
7021 KINGSTON COVE
LANE WILLIS, TEXAS 77318
936-856-6111

This Building Permit is issued by the Seven Coves Architectural Control Committee (ACC), as authorized by the Board of Directors of Seven Coves Association, Inc., Seven Coves Subdivision, Montgomery County, Texas. This Building Permit is issued to:

Property Owner:

Name_____

Mailing Address_____

_____

Phone_____

Builder:

Name_____

Mailing Address_____

_____

Phone_____

To build improvements within the Seven Coves Subdivision as shown on Plans and Specifications which have been submitted to the Seven Coves ACC for approval. These improvements are to be located at:
Address_____

Section_____ Block_____ Lot_____

This Permit authorizes construction of only those improvements which are in accordance and compliance with the Plans and Specifications which have been submitted to the ACC for approval and which are in compliance with the terms and conditions of the Application for Seven Coves Building Permit, Minimum Construction Guidelines, the Seven Coves Deed Restrictions.

Date Permit Approved:_____ Date Permit Expires:_____

Seven Coves Architectural Control Committee

_____ _____

ACC Member Signature ACC Member Signature

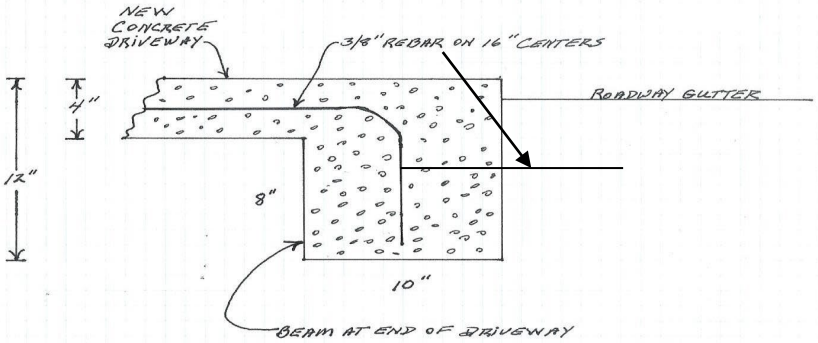
PROPERTY OWNER'S REQUEST FOR ACC APPROVAL TO INITIATE WATER AND SEWER TAPS WITH MONTGOMERY COUNTY MUNICIPAL UTILITY DISTRICT #2

PROPERTY OWNER NAME_____

PROPERTY ADDRESS_____

SECTION_____BLOCK_____LOT_____

APPROVED BY:

_____	**_____**
ACC Member Name	**ACC Member Signature**
_____	**_____**
ACC Member Name	**ACC Member Signature**

CONCRETE DRIVEWAY
DETAIL FOR TYING THE APPROACH TO THE EXISTING STREET