



DEMOLITION AND RECONSTRUCTION SUBMITTAL PROCEDURES AND GUIDELINES

First Colony Community Association's (FCCA) New Construction Committee (NCC) looks forward to working with you as you move through the process of planning, initiating and completing your demolition and /or reconstruction project. NCC generally meets every other Tuesday beginning at 9:00 am at the FCCA office located at 4350 Austin Parkway, Sugar Land, TX, 77479. Submittal deadline is 5:00 pm on the Tuesday prior to the meeting date. For a schedule of meeting dates contact FCCA at (281) 634-9500.

DEMOLITION & RECONSTRUCTION APPLICATION

An application must be submitted for all demolition and reconstruction projects. Along with the application specific plans and documents are required as part of the application submittal. NCC will only accept completed applications, inclusive of all submittal requirements. Written approval from FCCA is required before site work or construction can commence. Please read through all these procedures prior to beginning the process of demolition and reconstruction, our New construction Administrator is available by appointment to discuss and assist you through the process.

The following plans and documents must be submitted along with an application in the following sequence:

DEMOLITION & CONCEPTUAL DESIGN PLANS

The intent of reviewing Demolition and Conceptual Design Plans is to ensure proper direction for the project prior to beginning actual construction.

1. Photographs of the existing residential structure and photographs documenting the condition of existing sidewalks, landscaping, fencing, etc., prior to demolition.
2. Describe the method of demolition including procedures used to protect the properties of neighbors on either side and the rear of this house.
3. Copies of letters to neighbors within 250' of the site informing them of proposed demolition and reconstruction plans and explaining the demolition and reconstruction process.
4. Proposed timeline for demolition. Demolition must be completed within (30) working days or fines may be imposed. Pre-demolition sales and / or salvage operations shall not transpire until approval of the final plans by FCCA.
5. Two (2) sets of Site Plans showing the footprint of the proposed house, driveway, sidewalk, pools, patios, drainage and all landscaped areas along with the

footprints of homes and driveways on all adjacent lots (may be obtained online at www.txcountdata.com). The site plan should also show (by dashed lines) the footprint and site improvements for the existing home and improvements to be demolished. All trees over a four inch (4") caliper should also be specifically noted. Plans shall also be submitted digitally.

6. Two (2) sets of Elevations (all sides) of proposed house.
7. Application fee of \$150 made payable to First Colony Community Association (fee is per submittal)

DESIGN DEVELOPMENT PLANS

Contingent upon approval of submitted Demolition and Conceptual Design Plans the following Design Development Plans shall be submitted:

1. Two (2) full sets of Construction Plans including all exterior elevations, floorplans, site plans, landscape and irrigation plans, and exterior materials samples (roof, brick, stucco, stone, paint, etc.). See New Construction Committee Submittal Procedures at www.firstcolony.org. Plans shall also be submitted digitally.
2. Site Restoration Plan including fill requirements, drainage patterns, swales, grade elevations, etc. Existing drainage patterns shall be maintained as much as possible and in no case shall the resulting drainage pattern create a nuisance to the adjoining properties. Plans shall also be submitted digitally.
3. Proposed timeline for reconstruction. Reconstruction must be completed within (180) working days or fines may be imposed. Proof of Performance Bond required.
4. Identification of location of trash dumpster and portable toilet.
5. Common Area Access Plan (as applicable) detailing description of proposed access, anticipated damages and method of restoration. Plans shall also be submitted digitally. The owner and contractor are responsible for repairing any common area damage to the satisfaction of FCCA. In addition, a deposit fee of \$1,000 is to accompany demolition and reconstruction application if common area access is required. If demolition and reconstruction are by two different companies, a second deposit check will be required. The deposit(s) will be held pending the completion of demolition and reconstruction. A site review by an FCCA Inspector shall be scheduled upon project completion. Notification of inspection and deposit status shall be provided no later than ten (10) business days following the inspection.
6. Application fee of \$1,000 made payable to First Colony Community Association (fee includes two (2) preliminary plan reviews and a final plan review; \$250 for each additional re-submittal).

FINAL PLANS

Upon review and approval of Final Plans site work can commence. The following Work Site Guidelines must be adhered to or fines related to guideline violations will be imposed.

WORK SITE GUIDELINES

All Work Site Guidelines are subject to enforcement. FCCA Inspectors will routinely inspect the site for violations related to these guidelines. Work Site Guideline violations are subject to fining or legal action.

FENCING

A six foot (6') high chain link construction fence is required and must be in place prior to any work commencing. The fence shall remain in place and be properly maintained until such time the new structure is completely secure. The fence must be erected within the property boundaries of the work site.

DUMPSTER

A commercial grade dumpster, in good condition and graffiti-free, shall be available until the project is complete and emptied on a regular, as needed, basis. A separate "trash receptacle" must be placed on site as a staging area to prevent trash from blowing onto adjacent properties until it can be properly disposed of in the dumpster.

PORTABLE TOILET

A portable toilet shall be placed on the site prior to any work commencing and in a location where it is least visible from public view. It shall be screened with a six foot (6') high wood lattice screening fence on at least three sides (sides most exposed to public view).

SITE CLEANLINESS

The work site shall be cleaned at the end of each work day including but not limited to: removal of debris from the ground to the dumpster, organization of site materials and equipment, emptying of trash receptacles and removal of dirt and debris from streets, sidewalks, gutters, etc. Proper steps shall be taken to control dust and to control dirt and debris from entering the street and storm drains.

POOL DRAINAGE

Pool water is to be pumped directly into the storm water system with the approval of the local municipality. The pumping of pool water into lakes, onto the golf course, the street, drainage canals or any adjacent property is prohibited.

SIGNAGE

Other than an address sign, a standard builder sign and other signs required by law, no contract signs may be placed on the property.

CONSTRUCTION HOURS

All construction-related work is limited to Monday – Saturday 7:00 am to 8:00 pm. No work is permitted on Sundays or holidays.

CONSTRUCTION VEHICLES AND DELIVERIES

All roadways will be kept clear of construction automobiles, trucks and equipment. Under no circumstances shall construction materials be unloaded / staged on the roadway. Trailers and staging of materials on the property are not permitted without specific approval from FCCA.

PRE-DEMOLITION SALES & SALVAGE OPERATIONS

Pre-Demolition sales and / or salvage operations shall not begin until after Final Plan approval. Pre-demolition sales or salvage operations shall not result in the work site being left unsecure.

OTHER REGULATIONS

In addition to the above FCCA Work Site Guidelines all applicable City and State regulations must be adhered to and permits acquired. The property owner is ultimately responsible for assuring all guidelines, regulations and procedures are met. Existing structures must be maintained in accordance with FCCA guidelines and applicable City and State regulations.

WORK SITE VIOLATIONS & FINES

Fines shall be levied based on violations related to work site maintenance and / or building and construction as follows:

SITE MAINTENANCE VIOLATIONS - \$100 / DAY UNTIL CURED

- ◆ Construction fencing not maintained, secure or erected and/or placed properly.
- ◆ Trash dumpster not available at site, emptied or loose trash on site.
- ◆ Portable toilet not available at site or not properly screened.
- ◆ Dirt and debris in street, gutters or on sidewalks.
- ◆ Site not properly maintained (i.e. high grass / weeds, inappropriately stored materials, scattered debris, etc.)
- ◆ Other guidelines violated (i.e. signage, pool drainage, construction hours, etc.)

DEMOLITION, CONSTRUCTION AND BUILDING VIOLATIONS - \$500*

- ◆ Site work, demolition, salvage, construction, etc. commencing before receiving written approval.
- ◆ Construction and / or installation of improvements not in accordance with approved plans (i.e. material or design change).
- ◆ Non-adherence to demolition and / or construction timelines.

*** In addition, daily or monthly fines may be instituted in situations where violations become repetitive**

These guidelines were approved by the Executive Director on the _____ day of June, 2008, based upon the authority granted by the Board of Directors and in accordance with the Association's governing documents.

Sherrie Knoepfel, Executive Director