

APPLICATION FOR PERMANENT IMPROVEMENT NEW COMMERCIAL PROPERTIES

Submit all Applications and required supporting documents to the New Commercial Division of Ken Anderson & Associates. A digital PDF package must be emailed to Kimberley Hess at KHess@kaacm.com and Lara Zefeldt at LZefeldt@kaacm.com.

Reference [The Woodlands Commercial Planning and Design Standards](#) for necessary information pertaining to commercial development and sign regulations. A copy can be found at www.kaacm.com.

ALL PLANS, APPLICATIONS AND OTHER SUPPORTING DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY IN PDF FORMAT.

APPLICANT INFORMATION			
BUSINESS NAME			
BUSINESS ADDRESS			
STREET:	CITY:	STATE:	ZIP:
BUSINESS OWNER NAME:		PRIMARY CONTACT:	
BUSINESS OWNER EMAIL:		PHONE:	

PROPERTY OWNER INFORMATION			
PROPERTY OWNER NAME:		PRIMARY CONTACT:	
PROPERTY OWNER ADDRESS			
STREET:	CITY:	STATE:	ZIP:
PRIMARY CONTACT EMAIL:		PHONE:	

PROPERTY MANAGER INFORMATION			
PROPERTY MANAGER NAME:		PRIMARY CONTACT:	
PROPERTY MANAGER ADDRESS			
STREET:	CITY:	STATE:	ZIP:
PRIMARY CONTACT EMAIL:		PHONE:	

CONTRACTOR INFORMATION			
CONTRACTOR BUSINESS NAME			
CONTRACTOR NAME:		PRIMARY CONTACT:	
PRIMARY CONTACT EMAIL:		PHONE:	

DESIGN VARIANCES			
VARIANCE REQUESTED:	Hard Surface Area	A/C Floor Area	Forest Preserve Encroachment
	Required Parking	Other	No Variance Requested
Description: _____			

IMPROVEMENT INFORMATION

PROJECT TYPE:	Building	Pavement	Patio	Landscape	Other
Description:	_____				
PROJECT SUB-TYPE:	Addition	Change	Repair	Other	
Description:	_____				
SUBMISSION STAGE:	Concept	Preliminary	Final		
Will this improvement add A/C square footage to the building?	_____	How much?	_____	Square Feet	
Will this improvement add Hard Surface Area to the property?	_____	How much?	_____	Square Feet	
Hard surface percentage per the Site Development Criteria:	_____ %				
Hard surface percentage after proposed improvements:	_____ %				
PROJECT DESCRIPTION:	_____ _____ _____ _____				
PROJECT PURPOSE:	_____ _____ _____ _____				

OWNER CERTIFICATION AND HOLD HARMLESS AGREEMENT

1. The information set out above and included in this Application is accurate and complete.
2. The improvements will be completed in accordance with the approved application.
3. The improvements will not affect existing surface water flows at the lot boundaries.
4. Agents or employees of The Woodlands Township and/or the Plan Review Committee have my permission to enter the property during normal business hours to inspect construction of the improvements.
5. Construction is not to begin until written approval has been received from the Plan Review Committee or its agents/employees.

Owner understands that The Woodlands Township and/or the Plan Review Committee does not review plans for compliance with applicable laws and/or codes, and that it is the duty of the Owner and Owner's Contractors or Consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold The Woodlands Township, the Plan Review Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

I certify that I am the Owner or authorized to sign this form with the authority of, and as agent for, the Property Owner.

PROPERTY MANAGER/OWNER NAME (PLEASE PRINT) PROPERTY MANAGER/OWNER SIGNATURE DATE

DO NOT WRITE BELOW THIS LINE

(FOR OFFICE USE ONLY)