

## APPLICATION FOR PRELIMINARY APPROVAL COMMERCIAL CONSTRUCTION

Submit all Applications and required supporting documents to the Commercial Division of Ken Anderson & Associates. A digital (unlocked) PDF package must be emailed to [Commercial@kaacm.com](mailto:Commercial@kaacm.com)

Reference the Easton Park Commercial Planning & Design Standards for necessary information pertaining to commercial development. A copy can be found at [www.KenAnderson.com](http://www.KenAnderson.com) on the Commercial page.

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

PROJECT INFORMATION		
PROJECT NAME	PARCEL DESIGNATION	PARCEL ACREAGE
PARCEL STREET ADDRESS	VILLAGE ("N/A" if not applicable.)	
COUNTY	CITY	STATE

*NOTE: WITHIN THIS DOCUMENT THE TERM "SITE" SHALL HAVE THE SAME MEANING AS "PARCEL" AS DESCRIBED ABOVE IN THE "PROJECT INFORMATION".*

### INTERNATIONAL BUILDING CODE:

Occupancy Classification: \_\_\_\_\_ Occupant Load allowed per code: \_\_\_\_\_

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

ARCHITECT INFORMATION			
ARCHITECT NAME:	PRIMARY CONTACT:		
ADDRESS STREET:	CITY:	STATE:	ZIP:
EMAIL:	PHONE:	ALT:	
TEXAS REGISTRATION NUMBER:			

CIVIL ENGINEER INFORMATION			
CIVIL ENGINEER NAME:	PRIMARY CONTACT:		
ADDRESS STREET:	CITY:	STATE:	ZIP:
EMAIL:	PHONE:	ALT:	

LANDSCAPE ARCHITECT INFORMATION			
LANDSCAPE ARCHITECT NAME:	PRIMARY CONTACT:		
ADDRESS STREET:	CITY:	STATE:	ZIP:
EMAIL:	PHONE:	ALT:	

CONSTRUCTION COMPANY INFORMATION			
CONSTRUCTION COMPANY NAME:	PRIMARY CONTACT:		
ADDRESS STREET:	CITY:	STATE:	ZIP:
EMAIL:	PHONE:	ALT:	

**DEVELOPMENT CRITERIA (DC):** *(Must submit with this application. If Parcel is exempt from DC requirement, enter "N/A" in Date of DC.)* → Date of Development Criteria: \_\_\_\_\_

Maximum number of buildings: \_\_\_\_\_ Maximum number of stories: \_\_\_\_\_ Maximum building height: \_\_\_\_\_

Maximum hard surface coverage: \_\_\_\_\_ % Maximum total gross square footage: \_\_\_\_\_

Required number of parking spaces: \_\_\_\_\_

**PROPOSED:**

Number of buildings: \_\_\_\_\_ Number of stories: \_\_\_\_\_ Building Height: \_\_\_\_\_

Hard surface coverage: \_\_\_\_\_ % Total gross square footage: \_\_\_\_\_ Total A/C square footage: \_\_\_\_\_

Proposed number of parking spaces: \_\_\_\_\_ Parking ratio per 1,000 square feet: \_\_\_\_\_

**SETBACKS HONORED:**

Paving/D.L.M.Z./L.S. Yes No \_\_\_\_\_

Building Yes No \_\_\_\_\_

**VARIANCE REQUESTED:** Yes No \_\_\_\_\_

If "Yes", describe here: \_\_\_\_\_

**NOTE: VARIANCE IS NOT APPROVED UNLESS NOTED HERE.** \_\_\_\_\_

**SUBMISSION CHECKLIST: (ALL IN PDF FORMAT)**

Title Block: Must include Project name, Owner name and address, name and address of firm preparing the plan, Parcel Designation, and Village (if applicable), scale, preparation and revision dates, and the stage of submission (PRELIMINARY).

Base Data: Showing all existing site conditions such as Property boundary (with meets and bounds), Parcel Acreage, north arrow, existing or proposed streets (with name, ROW width, and paving limits), drainage systems serving the site, easements, and setbacks (landscape, paving, and building), topography, major stands of vegetation, and all other significant natural features such as ponds, etc.

Site Survey and Site Improvement Details such as building(s), parking lot(s), and/or garage, curbing, walks, culvert, fences, screens, and mechanical equipment.

One (1) digital set of construction documents.

Civil Plans that include existing and proposed grades and wet/dry utilities with sizes and locations. All utility tie-ins should be designed to be located in the Access Drive(s).

Building Plans and Elevations (at least one (1) colored elevation is required).

18"x24" foam Sample Board of all exterior building materials to accurately show all color(s), texture(s), and finish(s); including a colored rendering of the building(s).

Mechanical Equipment and Screening (show rooftop equipment on elevations to confirm adequate screening).

Separate Landscape Plan(s) sealed by a registered landscape architect showing all vegetation setbacks, existing and proposed plant material and irrigation to be installed. (Irrigations should be to shoulder of road within jurisdictional codes, ordinances, etc.)

Location and details for all exterior signage whether free standing or building mounted.

Site and exterior building illumination (including a photometrics plan and manufacturer's cut sheets of selected fixtures, finishes, and color temperatures).

Clearing Plan indicating all areas to be cleared and all areas to be preserved. Note: Clearing permit may not be issued before receiving Final Approval with proof of financing.

Site Plan showing all construction access and staging areas.

Contact the County Fire Marshall for initial review of fire lanes, backflow preventer location, and FDC location.

Include a summary of previous committee comments and responses as well as what sheets have been revised in order to address previous committee comments.

All submissions must be submitted to [Commercial@kaacm.com](mailto:Commercial@kaacm.com), two (2) weeks prior to any scheduled committee meeting day, which can be obtained by contacting the Commercial Division of Ken Anderson & Associates at [Commercial@kaacm.com](mailto:Commercial@kaacm.com).

**BUILDING PERMITS:**

All commercial projects within this community must be designed in accordance to the most recent International Building Code and the most recent Adopted County Fire Code.

All commercial projects must receive:

1. Building Permit through the County.  
(See applicable municipal website(s) for exact requirements.)
2. Fire Code Permit through the County.  
(See applicable municipal website(s) for exact requirements.)

All commercial projects must submit:

3. Fire Code Request for Final Inspection through the County near completion of Project.

PLEASE NOTE: A CERTIFICATE OF COMPLETION WILL NOT BE ISSUED WITHOUT WRITTEN AUTHORIZATION FROM THE APPLICABLE FIRE DEPARTMENT STATING THEIR REQUIREMENTS HAVE BEEN MET; IT IS THE APPLICANT'S SOLE RESPONSIBILITY TO OBTAIN THIS AUTHORIZATION.

By signing below, I, the undersigned, do hereby certify that all of the information on this form is correct and that I am the Owner or an Agent for the Owner with the authority of the Owner and that I am authorized to submit this application. Additionally, my signature below certifies that I and all persons/individuals, contractors, consultants, companies, and anyone related to or associated with, this Project or Parcel have been fully informed and understand that construction shall not to begin until written approval has been received from the appropriate Committee(s).

The undersigned is:      Owner      Agent (with the authority of the Owner)

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**(REQUIRED RELEASE AND WAIVER OF LIABILITY ON THE FOLLOWING PAGE.)**

RELEASE AND WAIVER OF LIABILITY

Carma Easton LLC, the Plan Review Committee(s), Ken Anderson & Associates, the applicable Association(s), and all of their respective partners, officers, directors, employees, shareholders, agents, members, and any of their respective successors and assigns (individually, a "Released Party," and collectively, the "Released Parties") shall not be liable for damages to any Person or entity in connection with the Covenants or the Standards/Guidelines for any reason whatsoever, including without limitation, any Person or entity Submitting Plans to any of the Released Parties, or to an Owner or Tenant of the Site, because of a mistake in judgment, negligence, nonfeasance, or omission arising out of, or in connection with (1) the Approval or Conditional Approval or Disapproval or failure to Approve any such Plans, or (2) the inspection, failure to inspect, issuance of a Certificate of Compliance/Completion or the failure to issue such certificate. Every Person or entity who Submits Plans to a Released Party agrees (1) not to make any claim or bring any action or suit against any of the Released Parties and (2) to pay all the costs and expenses including, without limitation, court costs and attorneys' fees incurred by the Released Parties in connection with any such claim, action or suit brought in violation of this Release.

In addition to the foregoing, the Released Parties shall not be liable (1) for soil conditions, drainage, or other general Site work, (2) for any defects in the Plans, or (3) for the manner or quality or other circumstances of the construction of any Improvement or Structure conducted on any Property, Lot, Parcel, or Site. This Release of Liability does not waive or modify the Waiver of Liability in the Easton Park Covenants.

The Owner agrees and acknowledges (1) that the Released Parties are not responsible for ensuring the structural integrity or soundness of any Improvement or Structure or for ensuring compliance with the Codes, these Standards, and other Applicable Laws and regulations and (2) that it is the sole duty of the Owner to determine if any proposed Structure or Improvement is structurally and mechanically sound and otherwise safe and to determine that the proposed Structure or Improvement is designed and constructed in accordance with the applicable Covenant, these Standards/Guidelines, the Codes, all Applicable Laws and sound practices.

All capitalized terms, unless defined herein, shall have the meanings assigned in the Easton Park Commercial Planning and Design Standards.

By signing below, I, the undersigned, do hereby certify that I am the Owner or an Agent for the Owner with the authority of the Owner and that I am authorized to execute this Release and Waiver of Liability.

The undersigned is the:

Owner            Agent (with the authority of the Owner)

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

(The remainder of this page is left blank intentionally.)