

# 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 Bridgeland Commercial Planning and 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 STREET ADDRESS | VILLAGE: |
| PARCEL NUMBER:        | ACREAGE: |

**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:** (MUST BE SUBMITTED WITH APPLICATION) 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:**

Forest Preserve/Paving 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, name and address of owner, name and address of firm preparing the plan, parcel and village designation, 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 (forest, paving and building), topography, major stands of vegetation, and all other significant natural features such as ponds, etc.
- Site Survey.
- One (1) digital set of construction documents.
- Site improvement details such as building(s), parking lot(s), and/or garage, curbing, walks, culvert, fences, screens and mechanical equipment.
- 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 drives.
- Building plans and elevations (at least one copy of a colored elevation is needed).
- 18"x24" foam Sample Board of all exterior building materials to show color, texture, finish and 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 photometric plan & lighting fixture cutsheets.)
- 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 construction access and staging areas.
- Contact Harris County Fire Marshall for initial review of fire lanes, backflow preventer location and FDC location.
- All submittals must be submitted 2 weeks prior to any scheduled committee day. All submittals must be sent to Commercial@kaacm.com.

**BUILDING PERMITS:**

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

All commercial projects must receive:

1. **Building Permit** through Harris County (see website for exact requirements: <http://hcpid.org/permits>).
2. **Fire Code Permit** through Harris County (see website for exact requirements: <http://hcpid.org/permits>).

All commercial projects must submit:

3. **Fire Code Request for Final Inspection** through Harris County near completion of project.

**PLEASE NOTE: A CERTIFICATE OF COMPLETION WILL NOT BE ISSUED WITHOUT AUTHORIZATION FROM BRIDGELAND FIRE DEPARTMENT STATING THEIR REQUIREMENTS HAVE BEEN MET.**

**IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN THIS AUTHORIZATION.**

**This is to certify that all the information on this form is correct and the undersigned is authorized to make this application.**

\_\_\_\_\_  
APPLICANT NAME (PLEASE PRINT)

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

\_\_\_\_\_  
DATE

**HOLD HARMLESS**

THE HOWARD HUGHES CORPORATION, BRIDGELAND, THE APPLICABLE ASSOCIATION AND COMMITTEE, KEN ANDERSON & ASSOCIATES, OR ANY PARTNER, OFFICER, DIRECTOR, EMPLOYEE, MEMBER, AGENT OR REPRESENTATIVE OF ANY OF THE FOREGOING SHALL NOT BE HELD LIABLE FOR SOIL CONDITIONS, DRAINAGE OR OTHER GENERAL SITE WORK; ANY DEFECTS IN PLANS AND SPECIFICATIONS REVISED OR APPROVED HEREUNDER; OR FOR ANY INJURY, DAMAGES, OR LOSS ARISING OUT OF THE MANNER OR QUALITY OR OTHER CIRCUMSTANCES OF APPROVED CONSTRUCTION ON OR MODIFICATIONS TO ANY SITE, STRUCTURE OR IMPROVEMENT.

**I understand that construction is not to begin until approval has been received from the appropriate Committee.**

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

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

\_\_\_\_\_  
DATE

**RELEASE AND WAIVER OF LIABILITY**

Bridgeland Development, L.P., the Plan Review Committee(s), Ken Anderson & Associates and all of their respective employees, shareholders, directors, officers, agents and any of their respective successors and assigns (individually, a "Released Party," and collectively, the "Released Parties") shall not be liable in damages to any Person in connection with the Covenants or the Standards for any reason whatsoever, including without limitation, any Person 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 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 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 forgoing, 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 Lot or Site. This Release of Liability does not waive or modify the Waiver of Liability in the Bridgeland 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, the Codes, all Applicable Laws and sound practices.

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

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

OWNER: \_\_\_\_\_