

APPLICATION FOR PRELIMINARY APPROVAL COMMERCIAL CONSTRUCTION

INITIAL AND SUBSEQUENT CONSTRUCTION OVER 1,000 SQUARE FEET

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

Reference [The Woodlands Commercial Planning and Design Standards](#) for necessary information pertaining to commercial development. A copy can be found at 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).
- Civil 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) electronic PDF 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. Site Plan (to include: property lines, easements and required forest preserves.)
- 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 a full Photometric Plan (with readings to the property lines) and all exterior lighting cut sheets (including fixture finish and light 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.
- Construction Activity Plan showing construction access, staging areas (including locations and types of fencing, screening, dumpster(s), trailer, portable toilet(s), etc.)
- Contact Montgomery 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 submittals must be submitted 2 weeks prior to any scheduled committee day. All submittals must be sent to the Commercial Division of Ken Anderson & Associates at Commercial@kaacm.com.

BUILDING PERMITS:

All commercial projects in The Woodlands must be designed in accordance to the 2006 International Building Code and the 2006 Adopted Montgomery County Fire Code. Refer to Appendix A in The Woodlands Commercial Planning and Design Standards for all other applicable codes adopted by the Plan Review Committees.

All commercial projects must receive the following through Montgomery County or Harris County (respectively):

1. (Receive) - **Building Permit**
2. (Receive) - **Fire Code Permit**
3. (Submit) - **Fire Code Request** for Final Inspection near completion of project.

All developments within the city limits of Shenandoah must meet all requirements for **both** The Woodlands and Shenandoah.

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

I, the Applicant, certify that all information on this form is correct and I am authorized to make this application.

APPLICANT NAME (PLEASE PRINT) _____

APPLICANT SIGNATURE _____

DATE _____

HOLD HARMLESS

THE WOODLANDS LAND DEVELOPMENT, L.P., THE APPLICABLE ASSOCIATION AND COMMITTEE, THE WOODLANDS COMMUNITY SERVICE CORPORATION, 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 _____