



Pre-Construction Meeting Request

Please forward this completed form with a check to the Sienna Property Owners Association Architectural Review Committee at the address below or via email to architecturalcontrol@clubsienna.com. Please submit your request at least 2 weeks prior to start of construction.

Date: _____

Estimated Project Start Date _____

Business/Project Name _____

Project Address _____

Owner _____

Builder _____

Owner/Builder Business Address _____

Telephone _____ Fax _____ E-Mail _____

Owner Signature _____

People to be in attendance: _____

Fees: Pre-Construction Meeting and Mid Construction Inspection Fee: \$500.00

Pre-Construction meeting is held at the Association office or virtually and the following is required:

- Provide a final set of plans. Owner/Builder must have met all conditions on Phase II approval.
- **Recorded Plat.**
- Pre-Con meeting fee and request form must be received.
Construction deposit is determined by gross site area square footage. \$.10/sf; min \$5,000; max \$20,000.
- A deposit of \$5,000.00 - \$20,000.00 must be paid prior to the meeting.
- Site plan with proposed access, construction fencing, equipment, trailer, storage, and portable toilet locations marked.
- Specifications for trailer(s) and storage must be submitted for approval prior to the meeting.
- Owners must provide an on-site material mockup for review and a site inspection will be performed to ensure the project is being built per Association approved plans.
- Mid Construction Inspection-midway through the project is required.

****LANDSCAPING MUST BE KEPT MAINTAINED TO THE ROW AT ALL TIMES****

Property Owners Association

9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778
Fax 281.778.0779