



## Application Checklist—Existing and Underconstruction

Please assure that the following items are complete and included in your submission:

- Complete Application Form
- Overall Development Plan with a site map to scale sufficient to evaluate necessary criteria and assess the characteristics of the community (This will not be returned to you). As we review your project, we may ask for additional, clarifying information.
- Check payable to the West Houston Association in the amount of \$1,000.00 or \$500.00 if applying for Precertification.

## Application Checklist

1. Complete Application Form and submit with an Overall Development Plan map to scale sufficient to evaluate necessary criteria and assess the characteristics of the community.
2. Submit with a check payable to the West Houston Association in the amount of \$1,000.00 or \$500.00 if applying for Precertification (see Precertification of Planned Development).
3. The completed application and development plan with a site map to scale will be reviewed by a professional land planner. This should take approximately two or three weeks. You will be notified if a site visit will be required. As we review your project, we may ask for additional, clarifying information.
4. The Board of Directors for the application Association (the “Board”) will make the determination granting the QPD Award based upon the application and recommendation of the planner and the QPD Committee.
5. Applicant will be formally notified of its actions by the Board.

## Precertification of Planned Development

1. Projects in the planning stage may apply for a Precertified Quality Planned Development designation
2. All QPD standards apply for precertification
3. The same application process will apply
4. A Precertified Property may only use the words “A PRECERTIFIED QUALITY PLANNED DEVELOPMENT” and may not use the QPD logo and mark.
5. The application cost is \$500
6. Upon completion or opening of the development, you must notify the WHA and an additional \$500 is due along with an updated application if necessary. A site visit may be required.

## Please mail the application package to:

Quality Planned Developments  
c/o West Houston Association  
2 Memorial Plaza, 820 Gessner, Suite 1310  
Houston, TX 77024