

# ACC Handbook: Permitting Process

## GENERAL INFORMATION

1. All new construction including but not limited to additions, new houses, exterior improvements, structural repairs and demolition require permitting prior to start of the project.
2. The owner shall review the Restrictive Covenants, By-Laws, and the Architectural Control Handbook with the Contractor and/or Subcontractors prior to submitting for a permit. Copies of the Restrictive Covenants, By-Laws, Rules and Architectural Control Handbook are available at the Association office and online at [www.lakekiowatx.com](http://www.lakekiowatx.com)
3. An official survey or plot plan of the lot is required. Set back from property lines: Reference Restrictive Covenants Section 3.03 and "Set Back and Fences" illustrations located in the Architectural Control Handbook. All docks, seawalls, culverts and fences require a permit.
4. All docks, seawalls, culverts and fences require a permit.
5. All domestic water and lawn irrigation systems require a permit.
6. All septic systems require a permit.
7. All Liquid Propane Gas installations require a permit and must abide by Texas Railroad Commission codes and restrictions and acquire a permit from the Texas Railroad Commission prior to application or the installer is to be licensed by the Texas Railroad Commission.
8. All Lake Kiowa fees, assessments and past due bills, including those of the Lake Kiowa Special Utility District and the lodge and tavern must be paid prior to the application for issuance of a Building Permit.
9. Each owner shall be jointly and severally, liable for all work, including but not limited to construction, electrical, and plumbing and fully understands that the LKPOA fully disclaims any responsibility for any work undertaken on their property.

## PERMIT PROCEDURE

1. Permit Applications shall be submitted at least three (3) working days prior to the regular scheduled meetings of the Architectural Control Committee; which are the first and third Mondays of each month.
2. Permit Applications, Check Lists and Construction Specification Sheets are available at the LKPOA office.
3. Only fully completed Permit Applications will be considered. Names of all subcontractors shall be submitted with the permit application.
4. Contractors or Subcontractors performing work which requires a State License shall have a copy of such license on file at the LKPOA office.
5. Failure to obtain a permit prior to start of the project is subject to a penalty, plus the cost of the permit. The owner will be responsible for all costs incurred in removing any construction, in whole or in part, which violates these rules and procedures or the sited authorities. Reference Citation and Fine schedule.
6. Posting of Permits in a visible place is required.

## PERMIT COMPLIANCE

1. All work shall comply with the permit requirements. Additions to or changes from the permit will require application for a new permit prior to start of the work on the additions or changes.
2. Work determined to be in violation of the permit expiration date will require that work on the project cease and a new permit is issued.
3. Certificate of Compliance: Per Section 6.02 of ACC Handbook. No project for which a permit has been issued will be considered complete until an Architectural Control Committee representative has made a "Final Review" of the project for compliance with the provisions of the permit, including the LKPOA governing documents. A "Certificate of Compliance" will be issued if all is in order. If the project is determined to be not in compliance, the Owner shall have thirty (30) days to bring the project into compliance and schedule an additional review. No time extensions to the permit will be granted.

# ACC Handbook: Construction Notes

## GENERAL INFORMATION

1. Prior to construction, property corners shall be located and staked. Stakes shall remain in place during construction.
2. A form board survey is required and must be submitted to and approved by LKPOA Compliance Department **prior to the pouring of foundation.**
3. Water flow shall be maintained in existing ditches during construction or culvert shall be installed prior to start of construction. A minimum area of a 15-inch I.D. diameter pipe is required or as directed by the Director of Public Works. Flow line grade shall be set as approved by Public Works.
4. All domestic water and lawn irrigation systems shall meet the requirements of the Lake Kiowa Special Utility District and shall be inspected by the District before the work is covered or connection made.
5. For all irrigation systems inspection approval by the Lake Kiowa Special Utility District will be required prior to service hookup of the RPZ (reduced pressure zone) valve on New or Existing systems. The RPZ (reduced pressure zone) valves are required by Texas State Law.
6. All septic systems shall meet the requirements of the Texas Commission on Environmental Quality, the Cooke County Environmental Health Department and the Lake Kiowa set back requirements and shall be inspected as required.
7. All construction, landscaping, irrigation or septic projects which would alter the existing natural drainage (surface or ground water) of the site shall be graded or channeled so that drainage is not unreasonably altered so as to cause harm to adjacent property. Reference Lot Grading and Drainage Guidelines for additional Information.
8. For additions, new construction, and structural modifications the builder shall provide inspections by licensed third party inspector(s) for foundation, framing, electrical, plumbing and mechanical systems. A Final Inspection with C/O (Certificate of Occupancy) must be submitted for all New Home Construction and Additions with additional Living area. Inspections shall be delivered to the ACC representative prior to final review.
9. When property access is required through a homeowners' property, written permission and approval is required from the homeowner before any work begins. A written permission letter must be provided to the POA office. Any property damage must be restored to the original condition of the property at the expense of the violating party.

## SITE MAINTENANCE DURING CONSTRUCTION

1. All Building Sites for new construction and major renovations must have a Portable toilet for the duration of the project. The toilet must be on site before work begins.
2. Erosion control is required to prevent erosion into the lake or adjacent property. The Compliance Officer will determine if erosion control is needed and will approve the type of erosion control to be used. Approved erosion control barriers are silt fencing, straw bales, organic or synthetic matting. Other types not listed may be approved by the Compliance Officer. Reference Erosion and Sediment Control Guidelines for additional Information.
3. Job sites must be cleaned daily of any debris considered unsightly, a nuisance or a threat to public safety. On site trash containers are required through construction.
4. Hours of Work for jobs requiring permits: 7:00 am till 7:00 pm Monday through Saturday. **NO WORK** is allowed on Sunday or the following federal holidays; Thanksgiving, Christmas, New Year's Day, Memorial Day, 4<sup>th</sup> of July and Labor Day.

## CONSTRUCTION OBSERVATIONS

1. An Architectural Control Committee representative will make periodic observations during the course of construction to verify compliance with the permit and Lake Kiowa governing documents. The following are required observations:
  - a. Setbacks from Property Lines
  - b. Drainage Culverts
  - c. Compliance with the Architectural Control Handbook.
  - d. Compliance with any applicable Building Codes and Regulatory Agencies is the responsibility of the Property Owner.