

## **TWIN HARBORS PROPERTY OWNERS ASSOCIATION (THPOA)**

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### **TWIN HARBORS BUILDING PERMIT APPLICATION**

#### **General Instructions:**

This document is the application for a request for a permit to build, remodel, and/or install a structure on your property. Please observe the following:

1. Obtain the document "Twin Harbors Deed Restrictions That Govern Building Permits." This document can be obtained from the THPOA website (see above) or by contacting the Office Manager during the weekend. This document gives a complete explanation of the building requirements and the interpretation of relevant Deed Restrictions. This summary provides you with the criteria by which your application will be approved or denied. In addition, there is a non-refundable \$25.00 permit application fee due at the time of submission.
2. Your application will be approved or denied by the Board of Directors only after you have fulfilled all of the requirements set forth in this document.
3. You must obtain a 911 address from the Polk County Office of Emergency Management before getting this permit:  
**Call 936-327-6826.**
4. A copy of the approved THPOA permit must be furnished to the City of Onalaska, before the City of Onalaska building permit be reviewed.
5. After receiving the City of Onalaska Permit, a copy of the approved City of Onalaska Permit must be mailed or dropped off at the THPOA office prior to beginning construction.
6. The date of your application will be the day it is received by the Office Manager or by a member of the architectural committee.
7. For piers, bulkheads, and boat houses you will need a permit from THPOA, the Trinity River Authority (TRA), and if applicable, the Corps of Engineers, as well as a City of Onalaska.
8. The property owner is responsible for damages caused by your construction to your neighbor's property. We recommend you obtain the appropriate insurance and verify your contractor's insurance certificates prior to signing any contracts.

9. A Porta Potty is required when construction commences.

10. Campers, motor homes and similar facilities located on the property during construction may not be left for more than a period of 30 days and require written approval in advance by the THPOA Architectural Committee.

11. Prior to construction, a “digg tess” is required to identify the location of underground utilities; gas, water, sewer, telephone, electrical.

**APPLICATION:**

Date received by Office Manager or presented to the Board: \_\_\_\_\_

Property Owners Name: \_\_\_\_\_

Property Owners Mailing Address: \_\_\_\_\_

911 Address for Property: \_\_\_\_\_

Property Owners Phone Number: \_\_\_\_\_ Cell# \_\_\_\_\_

Property Lot Description: Section \_\_\_\_ Block \_\_\_\_ Lot(s) \_\_\_\_\_

**Description of structure to be built, remodeled or installed. Include the following in your description.**

**Type of Structure:**

**Structure Exterior Materials and Finish:**

**Attached or Detached Garage and Type of Exterior Materials and finish:**

**Roof Material:**

**Type of Foundation:**

**City Permit:** Does this construction require a City of Onalaska Building Permit.

Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, you agree to mail or attach the THPOA a copy of the City of Onalaska Building Permit after you receive it)

**BUILDING LOCATION:**

You must provide a valid copy of a lot plat with lot dimensions. Be cognizant of all setbacks and easements. You may use the same lot plat, by hand drawing the location of the proposed structure, indicating that the structure is behind all relevant building lines. Also provide a subdivision plat map of the Section, Block and highlight the lot or lots you propose to build on (you may use the subdivision plat map from our website:

<http://www.twinharborslakelivingston.com>.

Note: The building lines are the surveyors' lines on the plat and not the side of the road. Please contact Chief Architect for clarification.

**Attach lot plat with hand drawing and subdivision plat map with this building application permit.**

**Note: The 20-foot building line is 20 feet from your property line, as surveyed, not 20 feet from the street, except Lakefront lots. The 5-foot building line is on the sides and back of your property. Refer to deed restrictions.**

**Structure Size:** (square footage living area ) \_\_\_\_\_.

Drawings, plans, etc. to substantiate the structure's square footage. Submit architect's drawings, these will be required prior final approval.

**Fences: Approved building permit is required.**

If you own dogs we strongly recommend you include a fence. We do not encourage solid fencing for the following reasons:

1. Blocks airflow through the subdivision from the lake.
2. Defeats ability of "neighborhood watch" during their patrols to see activities, especially for weekenders.
3. Proven to increase dog barking (they cannot see out)

**Conformity and Harmony of Exterior Design:**

Proposed structure will conform and be in harmony with the exterior design of the existing structures in the subdivision and any other structures presently on your property.

**YOUR BUILDING PERMIT WILL NOT BE APPROVED UNLESS YOU SHOW THE TWIN HARBORS PROPERTY OWNERS ASSOCIATION THAT THE BUILDING COMPLIES WITH THE ABOVE PARAGRAPH.**

My signature below on the application indicates that all information provided in the permit is true and accurate. If not, I agree to stop construction and obtain a new permit or permission to proceed from the Board of Directors.

**I understand as property owner, I am responsible for the cost of road repairs caused by vehicles used in this construction and also construction of piers, bulkheads, and boat houses, must abide by all the above rules, Bylaws, and Deed Restrictions.**

Property Owners Signature \_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_

Date you plan on starting construction \_\_\_\_\_

Note: The Deed Restrictions require outside construction of all residences to be "DRIED-IN" within four (4) months unless such period is extended in writing by Architectural Committee. By signing and approving this permit, the Architectural Committee is extending the construction period to **six months**.

**THPOA ARCHITECTURE COMMITTEE:**

**THPOA Board Action:**

**Permit is Approved:** \_\_\_\_\_ **Permit is Denied** \_\_\_\_\_

**Recommended approval:** \_\_\_\_\_ **Recommended Disapproval:** \_\_\_\_\_

Arch. Comm. Signature: \_\_\_\_\_

Arch. Comm. Signature: \_\_\_\_\_

Two Board Member's Signature \_\_\_\_\_

If denied, reason:

Date: \_\_\_\_\_

**CONSTRUCTION CHANGES:**

**I agree that if there are any changes in the construction after the original Building Permit Application Request is approved, I will contact one of the following members of the THPOA Architectural Committee as listed on the THPOA website.**