

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 Saturday posted office hours. 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 within 30 days, by the Board of Directors, and 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 will 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 the City of Onalaska, if required.
8. You (property owner) are 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 Port-a-Potty and Trash Dumpster is required for new construction of a residence.

For other construction the THPOA architect will determine specific requirement. These must be emptied monthly or when near full.

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, fiber.

Digg Tess phone number is 811.

APPLICATION:

Date received by Office Manager or presented to the Board: _____

Property Owner’s Name: _____

Property Owner’s Mailing Address:

911 Address for Property: _____

Property Owner’s Phone Number: _____ Cell# _____

Property Owner’s email address: _____

Property Lot Description: Section ____ Block ____ Lot(s) _____

Description of structure to be built remodeled or installed. Include the following in your statement.

Type of Structure:

Structure Exterior Materials, Color and Finish:

Attached or Detached Garage and Type of Exterior Materials, Color and Finish:

Roof Material and Color:

Type of Foundation:

City Permit: Does this construction require a City of Onalaska Building Permit?
Yes _____ No _____

Property Owner: _____ Arch: _____

(If yes, you agree to mail or provide 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 outermost point of the structure i.e. eave, porch, etc. is behind all relevant building lines and easements:

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

Your lot plan should also indicate the difference in elevation of the land between the highest and lowest points of the lot.

Attach lot plan 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 the sides and back of your property. Refer to deed restrictions.

No person may divert or impound the natural flow of surface waters in this state, or permit a diversion or impounding by him to continue, in a manner that damages the property of another by the overflow of the water diverted or impounded. (see State Law Texas Water Code § 11.086)

Structure Size: (square footage **living** area) _____.

Drawings, plans, etc. that substantiate the structure's square footage. Submit architect's drawings, these will be required prior to 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 DEMONSTRATE TO THE TWIN HARBORS PROPERTY OWNERS ASSOCIATION THAT THE BUILDING COMPLIES WITH THE ABOVE PARAGRAPH.

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; and I must abide by all the above rules, Bylaws, and Deed Restrictions.

With the approved THPOA building permit, the property owner will receive a Twin Harbors road route map that delivery trucks are to follow. The property owner will sign a delivery route acknowledgement. It is the responsibility of the property owner to notify the contractor of the delivery route requirement.

My signature(s) below on the application indicates that all information provided in the Permit is true, accurate and complete. If construction does not conform to the approved building permit, I agree to stop construction and obtain a new permit, or permission (in writing) to proceed from the Board of Directors.

Property Owner's Signature _____ Date __/__/____

Property Owner's 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**. If the construction period is not met a new permit will be required.

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: _____ Assigned Architect: _____