

**CANYON LAKE HILLS PROPERTY OWNERS ASSOCIATION
APPLICATION FOR CONSTRUCTION PLANS APPROVAL**

**1045 Scenic Drive
Canyon Lake, TX 78133-4070
830-899-7622**

NAME OF APPLICANT: _____ TEL: _____

APPLICANT'S ADDRESS: _____

PROPERTY DESCRIPTION: LOT NUMBER: _____ UNIT NUMBER: _____

STREET ADDRESS: _____

DESCRIBE PROPOSED CONSTRUCTION: _____

ESTIMATED START DATE: _____

Application is hereby made for approval of the attached plans for improvements and improvement locations on the above-described property. Applicant agrees that construction will be in accordance with such plans and the subdivision deed restrictions and covenants appertaining to the property described above, particularly including those restrictions regarding:

- a) Building minimum set-back requirements (as measured from the closest point of any structure extending toward the front and side property lines) of 30 feet from the front property line and 5 feet of the side property lines except as noted in specific property deed. Roof overhang, steps, porches, and decks are extremities of the building and must be considered in the setback measurements. **(See notes 2 and 3 on next page).**
- b) The minimum floor space of any residence (excluding porches, decks, garages, etc.) is not less than 900 square feet.
- c) Only new materials will be used and to comply with all other restrictions concerning construction details and limitations.
- d) Removal of trees must be approved by the POA Building/Compliance Board Representative with exception of Cedars.

Applicant understands that this application and any approval thereof is voided if construction is not commenced within eight months from the approval date, and that construction as to external finish and appearance must be completed within six months from the commencement date of construction.

Applicant further agrees that any deviation from the actual plans, which through incidental inspections by the Architectural Control Committee, may be in violation of the Association and/or property deed restrictions, will void this approval and subject the owner/builder to immediate legal action to halt construction activities until such discrepancies are resolved.

Applicant further agrees to pay application approval fee (see A, B and C below) to cover processing of building permit, and subsequent and incidental inspections.

- A. \$100.00 (dwelling with or without attached garage)**
- B. \$50.00 (additions to dwelling space or attached garage)**
- C. \$25.00 (sheds, outbuildings, detached garage, etc., and additions thereto must be erected on a lot with an accompanying dwelling.)**

APPLICANT'S SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____ PERMIT NO: _____

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CONSTRUCTION APPLICATION CHECKLIST

1. HAVE OWNER OR CONTRACTOR COMPLETE **TWO COPIES OF THE APPLICATION.**
2. **OBTAIN COPY OF SITE PLAN AND BUILDING PLANS (ELEVATIONS AND FLOOR PLAN ARE REQUIRED).**
 - a. REVIEW SITE PLAN TO ENSURE THERE WILL BE NO ENCROACHMENT OF SETBACK REQUIREMENTS (SHOWN ON DRAWING) (ROOF OVERHANG, PORCHES, DECKS, ETC. ARE EXTREMITIES THAT MUST BE CONSIDERED WHEN MEASURING SETBACK.)
 - b. (ALSO SEE NOTE 3 BELOW)
 - c. CHECK FOR MINIMUM FLOORSPACE OF HOMES. (900 SQ FT. EXCEPT IN UNITS 1, 2, AND 3 WHERE SOME LOTS MAY BE LESS ACCORDING TO DEED RESTRICTION. IF OWNER/BUILDER WANTS TO BUILD SMALLER THEN 900 SQ FT THEN REQUIRE A COPY OF DEED RESTRICTION FOR THE SPECIFIC LOT, OTHERWISE HOME MUST BE NOT LESS THAN 900 SQ FEET.
 - d. REVIEW TREE-REMOVAL PLANS. ENCOURAGE THE BUILDER/CONTRACTOR TO MARK THE TREES FOR REMOVAL WITH COLORED TAPE OR PAINT BEFORE CLEARING BEGINS.
 - e. **OBTAIN A COPY OF COUNTY APPROVAL OF INSTALLATION OF SEPTIC SYSTEM.**
3. CHECK THAT POA FEES ARE UP TO DATE. IF IN DOUBT CHECK WITH THE RECORDS CLERK (1ST V P). IF THERE ARE NO PROBLEMS, APPROVE REQUEST.
 - a. LOG REQUEST IN JOURNAL AND ASSIGN NEXT PERMIT NUMBER.
 - b. SIGN APPROVAL BLOCK OF THE APPLICATION. (2 COPIES: 1 TO APPLICANT, ONE FOR POA FILE).
 - c. FILL OUT PERMIT HAVE OWNER OR CONTRACTOR SIGN STATEMENT ON THE BOTTOM OF THE PERMIT AND GIVE TO APPLICANT TO POST AT JOB SITE (VISABLE FOR COMPLIANCE TO SEE).
 - d. PLACE APPLICATION REQUEST, COPY OF PLANS, AND COPY OF APPROVAL LETTER IN FILE FOLDER.
4. IF NOT APPROVED, ADVISE APPLICANT OF THE PROBLEM.
 - a. TELL APPLICANT THAT THE REQUEST WILL BE KEPT ON HOLD IF HE/SHE WANTS TO AMEND THE PROJECT TO ELIMINATE THE PROBLEM(S).
 - b. IF APPLICANT IS RELUCTANT TO AMEND THE PROJECT, OFFER TO TAKE IT BEFORE THE BOARD. IF SO, CALL WITH THE RESULTS IN THREE DAYS FOLLOWING THE BOARD MEETING.

NOTES:

1. EXTERIOR COMPLETION AND CLEANUP SHOULD BE COMPLETED 6 MONTHS AFTER POURING THE FOUNDATION.
2. SETBACKS (MEASURED FROM CLOSEST POINT OF STRUCTURE TO THE **PROPERTY LINE**):
 - a. CORNER LOTS
SIDE STREET-10 FT. FROM COUNTY RIGHT OF WAY FRONT; 30 FT.
ADJOINING LOT; SIDE -5 FT.
 - b. OTHER LOTS
FRONT, 30 FT (10' IF LESS THEN 100 FT DEEP). SIDE - 5 FT.
3. **LOTS OF 50 FT FRONTAGE OR LESS AND HOUSE 1200 SQ FT OR MORE MAY BE MEASURED FROM FOUNDATION TO SIDE PROPERTY LINE PROVIDED OWNER HAS OBTAINED A RELEASE OF RIGHT-OF-WAY FROM EACH UTILITY COMPANY. ROOF OVERHANG MAY NOT EXCEED TWO FT INTO SIDE SETBACK AND NO OTHER PROJECTIONS INTO SETBACK ARE ALLOWED. THE 30-FT AND 10 FT FRONT SETBACKS WILL STILL BE MEASURED FROM THE CLOSEST POINT OF THE STRUCTURE TO THE PROPERTY LINE.**