



Twin Harbors Property Owners Association, Inc.
Architectural Review Authority (ARA)
274 Valleyview Drive
Onalaska, Texas 77360
(936) 646-2242
ARA@twinharborslakelivingston.com

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 documents "Twin Harbors Deed Restrictions That Govern Building Permits". These documents can be obtained from the THPOA website (www.TwinHarborsLakeLivingston.com) or by contacting the Office Administrator on Friday or Saturday 12 to 4 pm during 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 permit application fee due at the time of submission; see [Permit and Fee Matrix](#).
2. Your application will be approved or denied **within 30 days**, by the Architectural Review Authority (ARA), and after you have fulfilled all 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 issued.
5. After receiving the City of Onalaska Permit, a copy of the approved City of Onalaska Permit must be provided to the ARA prior to the beginning of construction.
6. The date of your application will be the day it is received by the ARA.
7. For piers, bulkheads, and boat houses you will need a permit from THPOA, the Trinity River authority (TRA), and the Corps of Engineers, if applicable. City of Onalaska permit may also be 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.



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9. A Port-a-Potty and Trash Dumpster are required for new construction; these cannot be placed in the county easement. For other construction, the ARA will determine specific requirements. These must be emptied monthly or when near full.

YOU MUST COMPLY WITH THE CURRENT CITY OF ONALASKA ORDINANCE, SEE PERMIT MANAGER.

Name specific requirements

10. Prior to construction, a "Dig-Tess" is required to identify the location of underground utilities; gas, water, sewer, telephone, electrical, fiber. **Dig-Tess phone number is 811.**

APPLICATION:

Date received by the Architectural Review Authority: _____ Received by: _____

Property Owner's Name: _____

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) _____



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Description of structure to be built, remodeled, or installed. Please attach a legible document covering the following items and photos would be beneficial with your application.

1. Type of Structure (home, garage, etc.).
2. Structure Exterior Materials (what type, color, and finish).
3. Attached or Detached Garage and (what type of exterior materials, color, and finish).
4. Roof Material and Color (include width of eaves).
5. Type of Foundation (concrete, pier & beam, etc.)

City of Onalaska Building Permit Required _____ Yes _____ No:

You agree to provide the ARA a copy of the City of Onalaska Building Permit by _____.

BUILDING LOCATION:

You must provide a valid copy of the 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 ARA for clarification.

Your lot plan should also indicate the difference in finished 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. (You can use the Survey map and hand draw your planned development on it for submission.)

Note: The 20-foot building line is 20 feet from your front property line, as surveyed, not 20 feet from the street. The 5-foot building line is the sides and back of your property. Refer to deed restrictions. Corner lots will have the 20-foot building line on both street sides.



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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 must be submitted. Submit architects or owner'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 allow solid fencing for the following reasons:

1. Blocks airflow through the subdivision from the lake.
2. Defeat's 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 on the street where construction occurs and any other structures presently on your property. When considering whether a new build or modification is in harmony or conformity with the homes in the neighborhood, the ARA will take into consideration the designs and characteristics of the homes on the street on which construction will take place. If a street has homes and garages with no set of prevalent designs or characteristics, then a potential design can be different from the various designs present on the street due to a lack of a harmony or conformity on the street in question.

The construction will be performed by: _____ (company name): _____ (foreman name): _____ (cell phone): _____ (office phone): _____ (email address): _____.

You must notify the ARA by phone or in writing if the construction company will be changed during the construction period.



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YOUR BUILDING PERMIT WILL NOT BE APPROVED UNLESS YOU DEMONSTRATE TO THE ARA THAT THE BUILDING COMPLIES WITH THE APPLICATION DETAILS.

The ARA meets on the 2nd and 4th Friday of the month or as required to review permits received. The Property owner will be notified the following week of the outcome.

I understand as property owner, I am responsible for the cost of road repair reimbursement caused by vehicles used in this construction, and construction of piers, bulkheads, and boat houses. I must abide by all the above rules, Bylaws, and Deed Restrictions. **Property owners and their contractors must apply road edge protection for the protection of the roads for the duration of construction (see architect for more details).** In conjunction, the ARA will supply property owner a Twin Harbors Road Route Map that delivery trucks are to follow. The property owner will sign a Delivery Route Acknowledgment and be responsible for notifying 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 Architectural Review Authority.

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

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

Estimated Date to start construction _____ Actual Starting Date _____

Scheduled Completion Date _____ (Please allow plenty of time for completion of your project. If you will not be able to meet this date you will need to ask for an extension. The ARA can provide you with the form or it can be found on the THPOA website. Allow 30 days to process your extension application and be sure to include the \$25 fee with this application.)

Note: The Deed Restrictions require outside construction of all residences to be "completed" within **four (4) months from beginning of construction** unless such period is extended in writing by Architectural Review Authority. By signing and approving this extension, the Architectural Review



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Authority is extending the construction period to **six months**. If the construction period is not met a new extension will be required.

Additional comments you want to share:

THPOA ARCHITECTURE REVIEW AUTHORITY Action:

Permit is approved: _____ Permit is denied _____

Date _____ Posted to the POA Property Owner Database file _____

ARA Signature: _____

ARA Signature: _____

ARA Signature: _____

If denied, reason:

Property owner has 30 days to appeal a denial after the board receives the owners request for a hearing. The Board has 30 days to hold a hearing and will provide notice of the hearing including date, time, and location at least 10 days before hearing date. Only one hearing is required. Both sides (board and owner) have the right to continuance of not more than 10 days. Both parties' permit audio recording, and the board may affirm or reverse the ARA decision.



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This document was duly adopted by majority vote of the Board of Directors of Twin Harbors Property Owners' Association on the 12 day of February 2022.

Barbara Dickens

Twin Harbors Property Owners' Association President

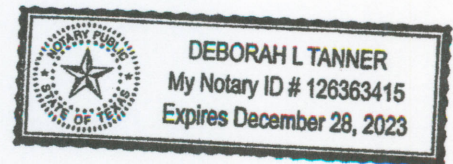
STATE OF TEXAS*

COUNTY OF POLK

This instrument was acknowledged before me on the 12 day of February 2022 by Barbara Dickens on behalf of the Twin Harbors Property Owners' Association, Inc., a Texas non-profit corporation on behalf of said corporation.

Deborah L. Tanner

NOTARY PUBLIC, STATE OF TEXAS



POLK COUNTY RECORDING STAMP:



2022-2396-101
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**ARCHITECTURE REVIEW AUTHORITY
DELIVERY ROAD ROUTE
ACKNOWLEDGEMENT**

By signing this form, the property owner acknowledges receipt of a Road Route Map for deliveries on the permitted construction project and accepts the responsibility to notify the contractor(s) of the acceptable delivery route requirements in the subdivision. Should you or the contractor have issues with using this route contact the Architecture Review Authority, phone and email are listed above.

ARA Signature _____ Date: _____

ARA Signature _____ Date: _____

ARA Signature _____ Date: _____

ARA Signature _____ Date: _____

Property Owner Signature _____ Date: _____

911 Address: _____

NOTE: Map will be provided by the ARA Committee if needed.



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Twin Harbors Road Route Map



FILED FOR RECORD

Feb 14 2022 10:13:07



Schelana Hock
SCHELANA HOCK
POLK COUNTY CLERK

I, SCHELANA HOCK hereby certify that the instrument was FILED in the file number sequence on the date and at the same time stamped heron by me and was duly RECORDED in the Official Public Records in Volume and Page of the named RECORDS OF Polk County, Texas as stamped heron by me.

Schelana Hock
COUNTY CLERK
POLK COUNTY, TEXAS

Feb 14, 2022

QA