

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 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 who works on Saturdays and Mondays from 8:00 a.m. to 12:00 p.m. 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.
2. Your application will be approved or denied by the Board of Directors at the monthly meeting which is the 2nd Saturday of each month. You are invited and encouraged to attend this meeting at 9:00 a.m. with this permit or mail it earlier to the address above.
3. A copy of the approved THPOA permit must accompany your request for a City of Onalaska Building Permit before the City will approve your request.
4. After receiving the City of Onalaska Permit, a copy of the approved City of Onalaska Permit must be mailed to THPOA at the above address.
5. The date of your application will be the day it is received by the Office Manager.
6. For piers, bulkheads, and boat houses. All that is required is a permit from Trinity River Authority (TRA), and if applicable, the Corps of Engineers in some instances.
7. The property owner is responsible for damages caused by your construction vehicles to Twin Harbor's roads. A \$2000.00 road deposit is required with the submission of this Building Permit Application for a primary residential home construction. Waivers will only be approved by the THPOA Architectural Committee for secondary home construction. Two signatures are required by the Architectural Committee (form attached). By signing this Permit, the property owner agrees to restore any damage to the roads to the original condition of the roads before construction began. The \$2000.00 road deposit will be refunded after construction is completed and upon final inspection of roads by two members of the THPOA Architectural Committee.
8. You must obtain a 911 address before getting this permit: **Call 936-327-6826.**
9. **A Porta Potty is required when construction commences on a new home.**

TWIN HARBORS REQUEST FOR BUILDING PERMIT:

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

Property Owners Name: _____

Property Owners 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 to the THPOA a copy of the City of Onalaska Building Permit after you receive it.
- If no, explain why.

THPOA BUILDING APPLICATION CONTINUED

Building Location: You must provide a valid copy of a lot plat with lot dimensions. 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: www.twinharborslakelivingston.com.

Note: The building lines are the surveyors' lines on the plat and not the side of the road. **Attach lot plat with hand drawing and subdivision plat map with this building application permit.**

Structure Size: (square footage) _____. Provide evidence such as drawings, plans, etc. to substantiate the structure's square footage. Submit architect's drawings if available.

Conformity and Harmony of Exterior Design: Describe in the provided space below how your 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.

ATTACH PLATS, DRAWINGS ETC:

Note: You must attach a plat with hand drawing showing the 20 foot and the 5 foot building lines. Note-that the 20-foot building line is 20 feet from the front of your property line, and not 20-feet from the street. The 5-foot building line is on the side and back of 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.

THPOA BUILDING APPLICATION CONTINUED

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 that the property owner is responsible for the cost of road repairs caused by vehicles used in this construction and also construction of piers, bulkheads, and boat houses, and will 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 completed in 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:

Recommended approval: _____ **Recommended Disapproval:** _____

Arch. Comm. Signature: _____

Arch. Comm. Signature: _____

THPOA Board Action:

Permit is Approved: _____ **Permit is Denied** _____

If denied, reason:

Two Board Member's Signature _____

Date: _____

THPOA BUILDING APPLICATION CONTINUED

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 listed below.

If there is a failure on my part to notify the THPOA Architectural Committee, I will be subject to forfeiture of my \$2000.00 deposit.

After construction is complete and a final inspection has been performed, the deposit will be returned to the applicant.

Jack Cumpton 1st Architect

Phone: 979-229-6062 Cell
979-731-1631 Home

Jim Wycoff 2nd Architect

Phone: 281-932-1368 Cell
936-646-6689 Home

Don Uptegraph 3rd Architect

Phone: 936-646-3136 Home

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

Revised 07/09/2011

Twin Harbors on Lake Livingston