

Sandy Harbor Property Owners Association

Building Permit Application/ Architectural Committee Review

A Building Permit for new construction or an addition to any existing lot is required. Application should be submitted to the Architectural Committee Lead, (Vice President of the POA Board) Please complete this form in its entirety for committee review. Authorization from the Committee is contingent upon compliance with building restrictions as outlined within the Sandy Harbor Deed Restrictions. All local, county, state and federal guidelines must also be met. Construction is not to proceed before this Application is approved and signed.

Property Owner _____ Lots _____

Contact Person _____

Mailing address: _____

Phone and Email: _____

1. _____ Set of Plans submitted to the Architectural Committee Chair with a project description.
2. _____ Verify exterior materials and colors are compatible with existing homes
3. _____ Verify minimum square footage of 850 sq. ft. living area
4. _____ Verify garages and other outbuildings are built on site and up to codes
5. _____ Verify setbacks (Varies by lot and section)
 - a. Front setback and side street setback, if on a corner
 - b. Side lot line setback
 - c. Rear lot line setback
7. _____ Verify installation of culverts where drainage is required
8. _____ Verify buildings will be constructed onsite.

County, local, state or federal requirements must be met

- a. _____ Floodplain development requires a permit from Llano County
- b. _____ Address request forms submitted to Llano County
- c. _____ On-site Sewage Facility (OSSF) permit required from LCRA or MUD supplied sewer
- d. _____ All permits for electrical or plumbing must be obtained from the proper authority

I hereby apply for approval of the proposed improvements as defined in the submitted plans and specifications.

Property Owner/Agent _____ Date _____

Approved by Architectural Committee _____ Date _____

Architectural Committee Approval Process

The property owner contacts the Property Owners Association (POA) Vice President who is the Architectural Committee Lead. The POA Vice President will supply the property owner with a checklist of what is required in order for this project to be approved.

Procedure for the Property Owner after contacting the POA Vice President:

1. The property owner will submit a general description of the project and complete the checklist provided by the Architectural Committee below
2. A lot plan to scale showing:
 - a. existing structures
 - b. new/planned construction
 - c. Easements (all sides)
3. Scaled floor plans and all elevations showing materials and colors to be used.

When the completed application is received the Architectural Committee:

1. The Architectural Committee will review the application and submittals for Compliance and completeness.
2. A site visit will be set up by the property owner and the Architectural Committee to verify the conditions have been met.
3. The request will be approved/ denied/ or changes will be asked for.
4. All construction should be completed within (1) year from permit approval.
5. Once the building permit has been approved, a Provisional Building Permit will be Issued pending completion of the project.
6. Upon completion of the project, a final review will be done to verify the completed project matches the plans approved by the Committee. When the project is verified the permit will be marked "Final Inspection Passed" and the process is complete.