

INSTRUCTIONS FOR COMPLETING APPLICATION FOR APPROVAL OF BUILDING PROJECTS

1. Introduction

- Excluding repairs to existing structures and modifications not affecting the existing footprint, any construction activity, including boathouses, whether new, modification or a renovation, requires submittal of an Application for Approval of Building Projects (“Application”) (see attached) and subsequent Architectural Committee (“AC”) approval prior to the start of construction.
- All construction must be within and conform to the guidelines as set out in the Hidden Coves POA Reservations and Restrictions for Section 1 and Section 2 (“Restrictions”), as applicable. The Restrictions are posted on the POA website at www.Hidden-Coves.com.
- To avoid confusion, no verbal approvals will be allowed; all AC approvals must be obtained in writing or by email by a minimum of two AC members. If you think that you have been given a verbal approval, this is not sufficient. The approval timeline will be within the guidelines as set out in the Restrictions.
- All Owners are cautioned to make absolutely sure that all property lines are properly surveyed and marker pins are located. Over time, some pins have been lost or moved and some survey lines were not accurately defined in the original survey. A re-survey by a qualified surveyor is the only way to ensure property lines are accurately identified. Also, the POA ROW along all roads is noted in the Restrictions.
- Owners are responsible for their contractors. Burning and/or burying any construction and/or renovation materials is prohibited. Adequate trash removal (e.g., dumpsters) must be employed. All trash must be hauled away.

2. Completing the Application (the form is attached).

- A mailing address or email address for the Owner is required to deliver the AC’s response. A phone number is highly recommended to more quickly resolve questions about the Application.
- A plot plan must be attached to the Application showing the dimensions of the proposed structure(s) and location on the lot with the distance to each lot line and to existing structures on the same property. No Application can be approved without an accurate plot plan.
- All improvements except bulkheads and fences must be a minimum of five feet from side property lines and the back property line and within the street setback lines. All bulkheads, structures over water and septic systems must be approved by the Trinity River Authority (TRA) in addition to approval by the AC.
- A complete set of plans should be attached to the Application. In some cases, a picture or artist’s drawing, floor plan, and specification will be acceptable.

3. Submit the completed Application and required attachments to any member of the AC or via email to HiddenCovesPOA@gmail.com. If the Application exceeds 5 pages, please provide an electronic copy or submit a total of 3 hard copies. The submittal date shall be the date the signed Application signed by a member of the AC.

HCPOA - APPLICATION FOR APPROVAL OF BUILDING PROJECTS

>> When completed, email application to **HiddenCovesPOA@gmail.com**

NAME OF OWNER _____

MAILING ADDRESS _____

PHONE NUMBER _____ EMAIL ADDRESS: _____

PROPERTY LOCATION OF BUILDING PROJECT:

SUBDIVISION # _____ LOT # _____ BLOCK _____ SECTION _____

STREET ADDRESS _____

TYPE OF PROJECT (CHECK ONE OR MORE):

RESIDENCE _____ GARAGE _____ CARPORT _____

DRIVEWAY _____ STORAGE _____ ADD ON _____

PATIO/DECK _____ OTHER (specify) _____

EXTERIOR FINISH (TYPE & COLOR – APPEARANCE MUST MATCH PRIMARY RESIDENCE) _____

ROOF MATERIAL & COLOR _____

FOUNDATION TYPE _____

EXTERIOR DIMENSIONS _____ FT X _____ FT

NUMBER OF FINISHED FLOORS ENCLOSED (EXCLUDING PORCHES) _____

REMARKS _____

PLOT PLAN ATTACHED? (YES or NO) _____

BUILDING PLANS ATTACHED? (YES or NO) _____

OWNER'S SIGNATURE _____

RECEIVED BY AC (DATE) _____ BY _____ AC MEMBER

COMMENTS FROM AC _____

APPROVED (DATE) _____ BY _____ AC MEMBER

APPROVED (DATE) _____ BY _____ AC MEMBER

APPROVED (DATE) _____ BY _____ AC MEMBER