

**The Landing on Lake Livingston Community Association  
Architectural Control Committee (ACC)**

915 Landing Way, Trinity, TX 75862  
thelandingpoa.acc@gmail.com

**APPLICATION FOR APPROVAL OF NON-STRUCTURAL PROPERTY IMPROVEMENT**

tree removal, lot clearing, driveway/walkway, patio, fence, septic system replacement,  
propane tank/permanent generator, color change of roof or structure, etc.

**NOTE: APPROVALS FOR NON-STRUCTURAL PROPERTY IMPROVEMENT WILL EXPIRE 12 MONTHS FROM DATE OF APPROVAL, THEREFORE APPROVED PROJECT MUST BE STARTED WITHIN 12 MONTHS.**

**ALL APPLICATIONS MUST HAVE WRITTEN APPROVAL BY THE ACC BEFORE ANY WORK IS STARTED**

Date of request\_\_\_\_\_

Legal description: Section\_\_\_\_\_ Block\_\_\_\_\_ Lot(s)\_\_\_\_\_

Name(s) of property owner(s) as listed on deed \_\_\_\_\_

Mailing address of property owner(s)\_\_\_\_\_

Street address, if available\_\_\_\_\_

Phone #\_\_\_\_\_ Cell phone #\_\_\_\_\_ email\_\_\_\_\_

**Please check the Deed Restrictions before submitting your application. Each application must contain the following (your application will not be deemed complete until these items are received) and maintenance fees must be current:**

1. A completed and signed application
2. Copy of survey (corner pins marked and staked); exceptions: you may omit survey for request to change color of roof or structure OR for tree removal only on a lot on which a structure has been approved
3. Copy of plot plan showing location of proposed project, setbacks, and easements, and the distance of the proposed improvement from the property lines or, for tree removal only, indicate location of trees to be removed
4. For replacement of existing septic systems you must include a copy of a septic site plan for the proposed septic system completed by a licensed site evaluator

Both the owner and the contractor, if applicable (to be referred to as the “applicant”, certify that:

1. The information presented on the application and with the application is true and complete.
2. The improvements will be completed in accordance with the approved plans and dedicatory instruments of the Association. Any changes or modifications to this plan must be approved in writing by the ACC prior to construction.
3. It is understood that inspections during the course of the project will be made by the ACC

By signing below, the applicant authorizes the ACC or its agents to enter upon and inspect the lot during regular business hours for the purpose of ascertaining whether lot improvement layout is in compliance with the dedicatory instruments of the Association and the approved plans and specifications. Neither

the ACC nor its agents will be deemed to have committed a trespass by reason of such entry or inspection. Owner initials\_\_\_\_\_ Contractor initials\_\_\_\_\_

Nature of your project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lot clearing: \_\_\_\_No, \_\_\_\_Yes (Deed Restrictions 3.01: "When the owner clears or underbrushes said lot the owner must maintain said lot by regularly mowing and maintaining said lot.")

Septic system replacement: type of septic system: \_\_\_\_Conventional, \_\_\_\_Aerobic

Culvert, if necessary: \_\_\_\_No, \_\_\_\_Yes, sizes and materials\_\_\_\_\_

Driveway: \_\_\_\_No, \_\_\_\_Yes, materials and specifications\_\_\_\_\_

Topography: (Drainage may not be changed) Will fill dirt be used \_\_\_\_No \_\_\_\_Yes

If yes, describe\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will any trees be removed: \_\_\_\_No, \_\_\_\_Yes (Deed Restrictions 4.13: "A minimum of 4 (four) mature trees 6" or more in diameter at base or larger must remain in front of the proposed residence and a minimum of 3 (three) of the same in the rear. In the event construction plans require removal of trees resulting in less than required, replacement trees of 3" minimum base are required to be planted at alternate locations, front or rear.")

If yes, explain\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fence: Material to be used\_\_\_\_\_, Color\_\_\_\_\_, Height\_\_\_\_\_, Style\_\_\_\_\_

Permanent generator/propane tank: \_\_\_\_No \_\_\_\_Yes

Name of builder, if available\_\_\_\_\_ Name of contact\_\_\_\_\_

Builder's phone #\_\_\_\_\_ email\_\_\_\_\_

Contractor's signature (if applicable)\_\_\_\_\_

**Right to Appeal:** If your request for approval is denied, you may appeal to the Board of Directors. You will be provided a notice of the denial by certified mail, hand delivery, or electronic delivery. This notice will (1) describe the basis for the denial in reasonable detail and changes, if any, to the application or improvements required as a condition to approval; and (2) inform you that you may request a hearing on or before the 30<sup>th</sup> day after the date the notice was mailed to you. To appeal, you must submit your request for a hearing by certified mail to The Landing on Lake Livingston Community Association, 915 Landing Way, Trinity, TX 75862, or by emailing your request to [thelandingpoa.board@gmail.com](mailto:thelandingpoa.board@gmail.com). The Board of Directors will hold a hearing not later than the 30<sup>th</sup> day after the date the Board receives your request for a hearing and will notify you of the date, time, and place of the hearing not later than the 10<sup>th</sup> day before the date of the hearing. Only one hearing is required. During a hearing, the Board or the designated representative of the property owners' association and you or your designated representative will each be provided the opportunity to discuss, verify facts, and resolve the denial of your application, and the changes, if any, requested by the Architectural Control Committee in the notice provided to you. The Board or the owner may request a postponement. If requested, a postponement will be granted for a period of not more than 10 days. Additional postponements may be granted by the agreement of the parties. The property owners' association or the owner may make an audio recording of the meeting. The Board may modify, affirm, or reverse in whole or in part, any decision of the Architectural Control Committee as consistent with the subdivision's declaration.

Owner's signature(s)\_\_\_\_\_ Date\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

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**THE FOLLOWING IS FOR ACC USE ONLY:**

Date completed request received\_\_\_\_\_ by\_\_\_\_\_

Approved with provisions \_\_\_\_\_ No, \_\_\_\_\_ Yes If yes, they are listed below:

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Approved by ACC member \_\_\_\_\_ Date\_\_\_\_\_ and

Approved by ACC member \_\_\_\_\_ Date\_\_\_\_\_

Denied by ACC member \_\_\_\_\_ Date\_\_\_\_\_ and

Denied by ACC Member \_\_\_\_\_ Date\_\_\_\_\_

