

**CANYON LAKE HILLS POA PERMIT REQUEST**

(Rev 11/12/19)

***Note: Before you roll a rock or trim a tree for new construction or additions,  
a Permit must be completed and approved by the appointed Director with Canyon Lake Hills POA.  
Any clearing or construction by you or your contractors will result in fines and a potential delay in Permit approval.***

NAME OF APPLICANT: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

APPLICANT'S CURRENT MAILING ADDRESS:  
\_\_\_\_\_

CONSTRUCTION ADDRESS:  
\_\_\_\_\_

LOT# \_\_\_\_\_ UNIT # \_\_\_\_\_

DESCRIBE PROPOSED CONSTRUCTION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_\_

Application is hereby made for approval of the attached plans for improvements, and improvement locations, on the above-described property. Applicant agrees that construction will be in accordance with such plans and the subdivision deed restrictions and covenants appertaining to the property described above, particularly including those restrictions regarding:

- Building minimum set-back requirements are measured from the closest point of any structure extending toward the front and side property lines, not the street. Roof overhang, steps, porches, and decks are extremities of the building and must be considered in the setback measurements. Setback distances vary by lot size as noted below:
  - For lots 100 feet or greater than 100 feet deep, the frontage building minimum setback is 30 feet
  - For lots less than 100 feet deep, the frontage building minimum setback is 10 feet
  - Side setback for most lots is 5 feet from the property lines.

- For corner lots the side setback on the street side is 10 feet and 5 feet on the adjoining side lot.
  - An exception to side setback minimum is made for lots where the side-to-side frontage is less than 50 feet wide **and** the house is over 1200 square feet, provided the owner has obtained a release of right-of-way from each utility company, the roof overhang may go up to 2 feet into the side setback. No other projections into the setback are allowed.
  - Utility Easement at rear of property is 5 feet
- **NOTE:** THE APPLICANT WILL BE SOLELY RESPONSIBLE FOR ENSURING SETBACKS ARE ADHERED TO WHEN SETTING FOUNDATIONS. FAILURE TO DO SO COULD RESULT IN COSTLY CHANGES AT APPLICANTS EXPENSE.
  - **NOTE:** IF CONSTRUCTION IS TO TAKE PLACE ON A LOT ADJACENT TO THE HOME, OR THE HOME IS TO EXTEND BEYOND SETBACKS OR EVEN ONTO AN ADJACENT LOT, THAT PROPERTY OWNER ADDITIONALLY OWNS, THOSE LOTS MUST EITHER POSSESS AN EXISTING VARIANCE, BE REPLATTED AS ONE PIECE OF PROPERTY WITH COMAL COUNTY, BE CONSOLIDATED WITH COMAL COUNTY, OR RECEIVE CHAPTER 209 EXEMPTION FROM CANYON LAKE HILLS POA. See Comal County for information.
  - The minimum floor space of any residence (excluding porches, decks, garages, etc.) is specified in property deed restrictions for that particular lot or lots.
  - Only new materials will be used and **MUST** comply with all other restrictions concerning construction details and limitations.
  - Removal of trees should be identified in the plans submitted to the POA Building/Compliance Board Representative. **Clearing should not begin until tree removal plan is approved.**
  - Job site must be kept clean of excessive trash and construction debris, and must be completely cleared of trash at completion.
  - Portable Toilets - If no toilet facilities are available for construction workers, portable toilets **MUST** be provided, and regularly serviced, on the job site.
  - Written permission must be obtained from the owner of adjacent property if use of that property is required for access to the build site for any reason.

Applicant understands that this application and any approval thereof is voided if construction is not commenced within **8 months from the approval date**, and that construction as to external finish and appearance must be completed within **6 months from the commencement date** of construction (see shaded area and note #3b)

Applicant further agrees that any deviation from the actual plans, as determined through incidental inspections by the Architectural Control Committee, may be in violation of the Association and/or property deed restrictions and will void this approval and subject the owner/builder to immediate legal action to halt construction activities until such discrepancies are resolved. Applicant hereby grants the Association access to perform such incidental inspections.

Applicant agrees to pay application approval fee (see A, B and C below) to cover processing of building permit, and subsequent and incidental inspections.

- A) \$100.00 for a new dwelling with or without attached garage
- B) \$50.00 for additions to a dwelling space or attached garage
- C) \$25.00 for sheds, outbuildings, detached garage, in-ground pools, etc. Additions thereto must be erected on a lot with an accompanying dwelling, or Chap 209 exemption form.

I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE TERMS OF THIS APPLICATION, CHECKLIST AND NOTES.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S NAME PRINTED \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

COMMENCEMENT DATE: \_\_\_\_\_ (Defined as the date the foundation is laid. See note #4b regarding the applicant's responsibility to inform the Permit Director of this date)

6 MONTH COMPLETION DATE: \_\_\_\_\_ (Defined as the date 6 months after commencement date at which time the external finish and appearance must appear complete to include paint/masonry.)

PERMIT EXPIRATION DATE: \_\_\_\_\_ (Defined as 8 months after the Approval Date at which time the permit will be void if construction has not commenced.)

**CHECKLIST FOR APPLICANT (APPLICATION PACKAGE):**

- SUBMIT TWO SIGNED COPIES OF THE APPLICATION.
- SUBMIT A COPY OF THE SITE PLAN AND BUILDING PLANS (8 ½ X 11 OR 8 ½ X 14 is preferred)
- SUBMIT A COPY OF ANY VARIANCE THAT HAS TO DO WITH ENCROACHMENTS, ETC., IF APPLICABLE (see note #3)
- SUBMIT a copy of the Deed Restrictions for that specific lot or lots (usually provided at closing or from Comal Co.)
- SUBMIT TREE REMOVAL PLAN. Mark trees on property that will be removed with colored tape (if applicable).
- POA YEARLY ASSESSMENT MUST BE CURRENT
- SUBMIT APPLICATION FEE as defined on page 2
- SUBMIT COMAL COUNTY SEPTIC PERMIT - A new residence must obtain a county approval of installation of a septic system. Additions to a residence may also require a new septic system if the current system is not sufficient to handle improvement needs/specifications (See Comal County for additional information)

**NOTES:**

1. COMMUNICATION IS EVERYTHING. IF YOU HAVE ANY QUESTIONS OR NEED CLARIFICATION, ASK.
2. IF INSTALLED IN A PUBLIC RIGHT OF WAY, A CONCRETE OR ASPHALT DRIVEWAY REQUIRES A PERMIT FROM COMAL COUNTY.
3. A COPY OF A VARIANCE, IF ONE EXISTS, CAN BE OBTAINED FROM THE COMAL COUNTY CLERK'S OFFICE OR FROM THE CANYON LAKE HILLS POA IF ONE WAS GIVEN TO TREASURER TO BE RECORDED IN COMPUTER SYSTEM.
4. PROCESS IF APPLICATION PACKAGE IS APPROVED:
  - a) A COPY OF THE APPROVED APPLICATION AND BUILDING PERMIT WILL BE MAILED OR DELIVERED TO APPLICANT.
  - b) NOTE THE SHADED SECTION WITH IMPORTANT DATES - THE APPLICANT IS RESPONSIBLE TO NOTIFY THE PERMIT DIRECTOR REGARDING THE DATE THE FOUNDATION IS LAID SINCE THE SIX MONTH COMPLETION DATE IS BASED ON THE DATE THE FOUNDATION IS LAID. IF THE DIRECTOR IS NOT NOTIFIED, THEN THE 6 PERIOD WILL BEGIN BASED OFF OF THE PERMIT APPROVAL DATE.
  - c) ONLY TWO EXTENSIONS ARE ALLOWED, IF ADDITIONAL TIME IS NEEDED BEYOND THE DATES DEFINED IN THE SHADED AREA on page 3. THE EXTENSION APPLICATION FORM AND FEE MUST BE SUBMITTED AND APPROVED PRIOR TO THE EXPIRATION DATE OF THE PREVIOUS PERMIT. THE REQUEST FOR AN EXTENSION CAN BE FOUND ON THE POA WEBSITE: [canyonlakehillspoa.org](http://canyonlakehillspoa.org)

Return to: Permits Director, 1045 Scenic Dr., Canyon Lake, Tx 78133 or  
Email to: [permits@canyonlakehillspoa.org](mailto:permits@canyonlakehillspoa.org)