

LAKE LIVINGSTON VILLAGE IMPROVEMENT ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE
APPLICATION TO INSTALL IMPROVEMENTS

ARCHITECTURAL CONTROL AUTHORITY: The Declaration of Covenants, Conditions and Restrictions (“CC&R”) for each Section of Lake Livingston Village requires that all Owners obtain approval from the Architectural Control Committee (“ACC”) of the Lake Livingston Village Improvement Association prior to placing, constructing, or installing any improvements on any Lake Livingston Village lot. This includes the construction of permanent structures; placement of mobile homes, travel trailers, portable campers, or RVs; and installation of sheds, fences, and pools. Owners who commence improvements on any lot prior to obtaining ACC approval or who install improvements inconsistent with approved plans face fines, removal of the unapproved improvements, and/or legal action.

REQUIREMENTS: (1) All improvements in Lake Livingston Village must comply with the applicable CC&Rs. (2) Applicants must not be delinquent on their Association assessments. (3) Applicants must have a “911” street address assigned by Polk County. (4) This application must be completed in full. (5) Lot plans must be provided on a survey. (6) Applicants must arrange for an inspection of any pre-fabricated structure entering the community. (7) All applications must be accompanied by a \$50.00 application fee and applicable Road Damage Deposit.

PROOF OF OWNERSHIP: Applications must include proof of ownership of the lot on which improvements are sought, such as a Property ID from the Polk County Central Appraisal District, or a legible photocopy of a record-stamped deed on file with the Polk County Court.

COMMENCEMENT OF CONSTRUCTION: Should this application be approved, approved construction/installation must commence within 90 days of the date of the written approval notice. If construction/installation does not commence within that time, approval shall be deemed withdrawn and a new application must be submitted and approved.

MOBILE HOME/RV INSTALLATION AND REMOVAL DATES: Delivery and removal of travel trailers, RVs, motor homes, manufactured homes, and mobile homes is by appointment only and will generally be permitted only on Wednesdays between 11:00 a.m. and 3:00 p.m. and Saturdays between 10:00 a.m. and 2:00 p.m.

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SECTION _____ LOT(S) _____ POLK CO PERMIT NUMBER _____

POLK COUNTY CAD PROPERTY NUMBER _____

(Search for your property ID at <https://propaccess.trueautomation.com/clientdb/?cid=93>)

911/STREET ADDRESS _____

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PROPERTY OWNER(s) _____

MAILING ADDRESS _____

PHONE (PRIMARY) _____ PHONE (OTHER) _____

EMAIL _____

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A. Travel Trailer | RV | Motor Home | Manufactured Home | Mobile Home:

- **Manufacturer** _____ **Model** _____
- **Year** _____ **Dimensions** _____
- **HUD number (mobile/manufactured home)** _____
- **Describe proposed skirting and attach a photograph:** _____

- **Attach a survey showing – to scale – the location of the existing and proposed location of any trailer, driveway, and other existing and proposed improvements on the lot such as sheds, carports, and fences. The survey must reflect all set-back lines and easements.**
- **Attach current photographs of all sides of the home.**
- **Schedule an appointment with the Association manager to conduct a “Facetime,” “Zoom,” or similar videographic inspection of the proposed structure and be prepared to provide a live, 360° view of the structure.**
- **Summary of additional improvements or proposed alterations to home:**

All mobile or manufactured homes must be professionally tied-down and skirted within 60 days of delivery.

Owner must submit a Road Damage Deposit of \$1,500.00.

B. Permanent Structures

- **Submit two (2) copies of building plans including a survey reflecting all setback lines and easements and the location on the lot of all existing and proposed driveways, structures, and other improvements, such as sheds, carports, and fences. Plans should include all elevations and drawings of the proposed structure on all sides.**
- **Describe all exterior materials, including roof materials, by brand and colors, and the exterior color scheme, including by brand and name of the paint color(s). Provide samples of any materials and/or colors not readily viewable online.**

- **Summarize the construction techniques to be used and additional improvements or proposed alterations to home not reflected on the building plans:** _____

- **Estimated Start Date:** _____
- **Estimated number of weeks from commencement until dry-in :** _____
- **Estimated number of weeks until move-in ready:** _____

All permanent residences must be “dried-in” within six (6) months of commencement of construction and completed with twelve (12) months of commencement of construction.

Owner must submit a Road Damage Deposit of \$1,500.00.

C. Sheds | Carports | Fence | Swimming Pools | Other Structures

- **Attach a survey showing – to scale – the location of the existing structures and improvements on the lot and proposed location of the shed, carport, fence, pool, or other proposed structure(s). The survey must reflect all set-back lines and easements.**
- **Attach photographs of and describe the proposed improvement(s) and materials to be used, including by brand and name of exterior materials and paint colors. Provide samples of any materials and/or colors not readily viewable online.**

- **Summarize the construction techniques to be used and additional improvements or proposed alterations to home not reflected on the building plans:** _____

Owner must submit a Road Damage Deposit of \$250.00 for a project delivered to the community on a passenger vehicle and \$1,500.00 for a project that must be delivered on or utilize heavy machinery, including for all swimming pools.

D. Drainage

All improvements that have the potential to impact water movement and/or drainage must include a drainage plan. Describe the plan including by stating the brand and dimensions of proposed culverts. Drainage ditches and culverts should be reflected on your site plan.

All projects utilizing heavy machinery require a \$1,500.00 Road Damage Deposit.

E. General Contractor Information:

- Name: _____
- Address: _____
- Phone: _____
- Email: _____

All contractors working in Lake Livingston Village must have General Liability insurance acceptable to the Association. *Attach the Declarations page for your general contractor and for any company that intends to deliver and/or install/tie-down a mobile home, manufactured home, travel trailer, RV, or similar structure.*

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REPRESENTATIONS OF OWNER(S)

I affirm that all statements made in and in connection with the application are true and correct and that I have not omitted any material information about my proposed improvements. I affirm that any and all photographs of my proposed improvements are current and accurately reflect the present condition of my structure.

I agree to abide by all restrictions in the CC&Rs and to construct all improvements in accordance with the plans approved by the ACC. I understand that the ACC has 30 days to conduct its initial review of this application, that final review may be delayed if the application is incomplete, and that ***I may not commence work unless and until my application is approved.***

I understand that I am responsible for all damage to Lake Livingston Village property, including all roads and drainage ditches, caused by my contractors, subcontractors, and/or other persons providing materials and/or services in connection with the project described in this application. I understand that the Road Damage Deposit shall be held by the Association in a non-interest bearing account in the name of the Association until my project is complete as further set forth herein. I understand, acknowledge, and agree that if the Association Board of Directors determines, in its sole and absolute discretion, that Lake Livingston Village property has been damaged as a result of my project, the Road Damage Deposit shall be used to repair such damage and that if the deposit is insufficient to repair the damage, I shall be personally responsible for all additional costs of repair. I have been advised to monitor my contractors, subcontractors, and other service-providers carefully and to document the condition of all Lake Livingston Village property impacted by my project. I shall immediately advise the Association in writing of any damage to Lake Livingston Village property. I acknowledge and agree that the

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balance, if any, of the Road Damage Deposit will be returned via check written to the person(s) on this application within 45 days after I advise the Association that my project is complete and the project is, in fact, complete.

***All Owners must sign this application.*

SIGNATURE

DATE

SIGNATURE

DATE

Please submit your application, attachments, fee, and deposit through PayHOA or by mail to:

**Lake Livingston Village Improvement Association, Inc.
Architectural Control Committee
167 Lexington Street
Livingston, Texas 77351
manager@lakelivingstonvillage.or**

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SECTION ___ LOT(s) ___

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE: _____

FEE RECEIVED: _____

DEPOSIT RECEIVED: _____

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The Architectural Control Committee is responsible for enforcing the recorded Deed Restrictions (CC&Rs) of Lake Livingston Village. Your application was carefully reviewed and is accepted, conditionally accepted, or denied for the reasons set forth below.

Signature

Date