

Pine Forest Property Owners Association
Architectural Control Committee (ACC)

Application for Construction – Instructions and Definitions

Fill in all of the information on page one of the application (except section for ACC).

Per the *Type of Construction or Improvement*, include with the application copies of permits and requested documents and information on page two. Check off the documentation included with the application. Submit the application package to the ACC via email or the postal service, per the information on page one. No need to send this page.

Under *Type of Construction or Improvement*, check the box or boxes that are most like the work that is going to be performed for your project. Below are descriptions of each option to assist in your selection and description to write.

The *Start Date* and *End Date* are estimates of when construction will begin and end. New home permits are good for a six month period from the start date agreed upon by the owner and ACC. Other permits are based on the agreed upon start and end dates plus an additional 30 days (not to exceed six months). If the permit expires before work is complete, request an extension on the permit.

Unit Phase Block Lot	The <i>unit, phase, block</i> and <i>lot</i> are unique elements of the <i>Legal Description</i> of a property in the Pine Forest subdivision. The information is on the <i>Bastrop County Tax Statement</i> that an Owner receives each year. It can also be looked up on the Bastrop Central Appraisal District website: http://www.bastropcad.org/ On the website, select the PROPERTY SEARCH tab on the menu bar. There are four search options: Owner Name, Property Address, Account Number, or Doing Business As (DBA). Account Number is the quickest search option to view the tax information.
Street Address	Street number and name. A lot that has never been built on does not have a number assignment. If you don't have a street number then write TBD (To Be Determined). A number is assigned when you apply for a 9-1-1 Address.
Type of Construction or Improvement:	
<input type="checkbox"/> New Home	The construction of a home or placement of a manufactured home (Unit 12 only) on a property. A new home usually includes a driveway, culvert, septic system and landscaping. A site work clearing application usually precedes a new home.
<input type="checkbox"/> Site Work	Site work generally refers to anything that affects the land. Site Work usually requires a survey showing where the improvement(s) will be constructed on the property. Site work Includes the following: <u>Clearing</u> is removal of trees, brush, and debris on a property (lot) to make room for construction of a new home, driveway, septic system, landscaping, and etcetera. <u>General</u> maybe clearing and landscaping, fence, retaining wall, deck, gazebo, swimming pool excavation, and any improvement where the land is affected. <u>Grading</u> is the work of ensuring a level base, or one with a specified slope, for construction of a foundation, driveway, landscaping or surface drainage.
<input type="checkbox"/> Improvement	Improvement includes any changes or additions to a property, such as: patio, deck, porch, fence, driveway, retaining wall, pergola, trees, outdoor kitchen, play structure, swimming pool, fire pit and etcetera.
<input type="checkbox"/> Remodel	Remodel needs a permit when it involves changing the structure of part of a house by removing or adding a wall, windows, doors or converting a garage to a room. New counter tops, cabinets, lighting and etcetera does not require a permit.
<input type="checkbox"/> Addition	Addition of a room or rooms or expansion of a room or garage are common additions to a house.
<input type="checkbox"/> Other	Request a permit extension, or request modifications to in-progress construction or improvement plans (e.g. add shed, or garage, increase in home size, etcetera).

If you have questions just ask by sending an email to pfpoaacc@gmail.com.

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Permit Requirements Checklist

Property: Unit ____ Block ____ Lot ____ Street Address _____

New Home Construction

- Application - new home requires **\$500.00 permit fee**
- Site Plan/Survey showing the locations of all improvements to be approved
- Houston Toad Awareness (Property Owner must sign)
- Wastewater/Septic system Site Plan and County Permit. Note: Aerobic Treatment System requires a maintenance agreement with a Bastrop County approved service provider.
- County a) Driveway and Culvert Permit, b) Development Permit
- Drawings
 - a. Floor Plan
 - b. Elevations - all 4 sides
 - c. Foundation
 - d. Roof
 - e. Grading Plan
- 911 Address assignment – Address _____
- Driveway Plan
 - a. Non-permeable - brick, pavers, cobblestone, plain or colored concrete, or asphalt (concrete preferred)
 - b. Permeable – gravel, crushed granite, or road base and must have an approved border of brick, concrete, stone, or other material that provides retention of driveway material and a clear edge.
- Sample pictures showing colors of materials including brick, stone, siding, fencing, and driveway

Improvement | Site Work | Remodel/Addition | Other

- Application – no permit fee
- Site Plan/Survey showing the locations of improvements to be approved
- If plumbing is added or changed, include an evaluation report from a licensed septic system installer, of the effect it will have on the capacity of the Wastewater/Septic System
- Submit a copy of any county or city permit(s) required for this improvement
- Drawings, photos, brochures, documents that clearly illustrate and define the improvement. Items such as:
 - Floor plans or construction plans
 - Elevations – all 4 sides
 - Foundation
 - Materials being used
 - Dimensions of the structure or improvement (height, width, length, depth)
 - Colors of external materials such as shingles, siding, brick, and stone
 - Engineering drawings (e.g. solar panels, foundation, retaining wall, ...)
 - Pictures or photos of a similar improvement to what is going to be built
- If a driveway is being added or changed then it must meet the Driveway Plan requirements above. Adding a driveway requires a county permit.