

POSSUM KINGDOM PROPERTY OWNERS ASSOCIATION

19669 North State Hwy 16, Graford, TX 76449


pkpoa.acc@gmail.com

**Architectural Control Application and Review Procedure
For Construction of an Addition**

Items Required for Application to Qualify for Review

NOTICE: All documents listed below, the form on page 2 and the information sheet on page 3 must be completed, signed (by homeowner and builder), dated and submitted to the ACC before the thirty (30) day review process shall be initiated.

This application for review and approval of **an addition to a home construction** is for the property owner. Application may be submitted by Builder but Owner must supply complete information, sign and date the application.

 *Before any review of a submittal will be considered, the lot owner's Hills Above PK account shall be verified and deemed financially current.*

Application check list:

	Included
1. A completed and signed ACC Application Form and ACC Information Sheet	
2. One (1) site plan/plat showing to scale proposed addition in relation to dwelling and location on the lot regarding lot easements, property lines and set back dimensions	
3. A complete set of build-to drawings for the proposed addition (these may be digital but if hard copies, they must be printed no smaller than 11" x 17" and no larger than 24" x 36")	
(3a.) This set of build-to drawings must contain all elevations of the proposed addition and at least one elevation (Front) containing the Original Dwelling plus the Addition depicting the overall 'new' look of the finished Dwelling	
4. A complete list with samples and/or pictures of all exterior finishes and colors of proposed dwelling	
5. A professionally engineered foundation plan with a State of Texas PE seal and signature with details of slab attachments and overall view of enlarged slab footprint	

The Completed Application documents should be sent to:

Possum Kingdom Property Owners Association
c/o ACC
19669 North State Hwy 16
Graford, TX 76449

or

Hand delivered by using this email to set a time and place:

pkpoa.acc@gmail.com

Architectural Control *Application Form*
For Construction of an Addition

Please read, print and complete the application and approval requirements below. Please print your information.

LOT INFORMATION:

Lot #	Section/	Property Address:

THIS APPLICATION IS FOR:

Choose one or more

Addition:	Driveway:	Variance Request:
Sq. Ft: (A/C Space)	Description:	Description:

PROPERTY OWNER INFORMATION

Name:	Mailing Address:	Owner Signature & Date
	email:	Phone:

BUILDER (OR OWNER'S REP) INFORMATION

The below named will act as Owner's Representative during the construction: Yes No Owner's
 Circle one. Initials:

Name:	Mailing Address:	Signature & Date
	email:	Phone:

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**Architectural Control *Information Sheet*
For Construction of an Addition**

- I The information in this document is made subject to these certain terms and conditions set forth in the [4th Amended and Restated Rules & Design Guidelines](#) for the Possum Kingdom Property Owners Association.
- II All Property Owners and Builders must adhere to and be responsible for following the 4th Amended and Restated Rules & Design Guidelines and the ACC Guidelines for Construction.
- III Plans shall **NOT** be reviewed until all required items are submitted to and received by ACC. See Submittal Package requirements on page 1.

- 1. A drive-way culvert shall be reviewed, approved by ACC and installed prior to beginning construction
- 2. A Port-a-Potty shall be placed on construction site and shall be cleaned bi-weekly
- 3. A Dumpster shall be placed on construction site to be emptied when full
- 4. Truck Wgt/Sz Restrictions: MGW = 60,000 lbs/Max size = 3-Axel Dump Truck/Concrete Truck (All other require a variance from ACC. Non-compliance may result in fines to Property Owner and/or Construction Company) Variance Request Form located at pkhillsassociation.org > Forms
- 5. No adjacent tract(s) shall be used for construction access, staging or as a dumping ground for rubbish.
- 6. No individuals may live on site during any phase of construction
- 7. Names of license-bearing companies to be used for project shall be provided: electric, plumbing, HVAC
- 8. Texas Law requires water line from meter to home be inspected by water company. Please contact Possum Kingdom Water at 940-779-3100 to schedule inspection.
- 9. A pre-pour foundation inspection by engineering firm to verify foundation is built to drawings
- 10. HVAC and/or above ground propane units must not be visible from roadway fronting the dwelling
- 11. A minimum of 20 feet of asphalt or concrete must be installed on driveway from frontage road into property for project to be considered complete
- 12. Approval is given with the intent of construction beginning within one hundred eighty (180) days of date of approval; if this time frame is not met, the approval process must begin again. After construction has begun, this project is to be completed within one (1) year from the date of construction commencement.
- 13. Property owner may appeal final ACC decision with a written request to the Association's Board of Directors within ten (10) days of receipt of such decision. The process is found at this location:
 - a. [4th Amended and Restated Rules & Design Guidelines](#) > pg 22 > B. Administration and Procedures > #5 Appeal of Final Decision

Property Owner _____

Date _____

Builder _____

Date _____