

**POSSUM KINGDOM PROPERTY OWNERS ASSOCIATION**

19669 North State Hwy 16, Graford, TX 76449


[pkpoa.acc@gmail.com](mailto:pkpoa.acc@gmail.com)

**Architectural Control Application and Review Procedure  
For New Home Construction**

**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 **new 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:**

1. A completed and signed ACC Application Form and ACC Information Sheet
2. A \$3000 Application Fee (required for a dwelling only) Fee Check made out to:  
Possum Kingdom Property Owners Association
3. One (1) site plan/plat showing to scale proposed dwelling location on the lot in relation to the lot easements, property lines and set back dimensions
4. Two (2) complete sets of **build-to** drawings for the proposed new home (hard copies must be printed no smaller than 11" x 17" and no larger than 24" x 36")
5. A complete list with samples and/or pictures of all exterior finishes and colors of proposed dwelling
6. A professionally engineered foundation plan with a State of Texas PE seal and signature (also required for retaining walls in excess of 3 feet in height)
7. A pre-pour foundation inspection by engineering firm to verify foundation is built to drawings

Included


At the completion of the above seven (7) items, the builder will then receive one of the provided complete sets of drawings that has been signed by the ACC acting for the Possum Kingdom Property Owner's Association designating final approval to build.

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](mailto:pkpoa.acc@gmail.com)

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**Architectural Control *Application Form*  
For New Home Construction**

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

Dwelling:	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:  
Circle one.

Yes

No

Owner's  
Initials:

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

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**Architectural Control *Information Sheet*  
For New Home Construction**

- 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](http://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 \_\_\_\_\_