

POSSUM KINGDOM PROPERTY OWNERS ASSOCIATION

19669 North State Hwy 16, Graford, TX 76449


pkpoa.acc@gmail.com

**Architectural Control Application and Review Procedure
For Other Improvements to a Lot**

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 shall 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 a **new improvement** for a property owner's lot 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	<input type="checkbox"/>
2. One (1) site plan/plat showing to scale proposed improvement location on the lot in relation to the dwelling, lot easements, property lines and set back dimensions	<input type="checkbox"/>
3. A complete set of drawings/sketches for the proposed new structure/improvement to be built. *If the requested Improvement is a retaining wall three (3) feet or higher, please submit engineered plans for the wall bearing a State of Texas PE seal and signature.	<input type="checkbox"/>
4. A complete list with samples and/or pictures of all exterior finishes to include colors and gauge of metal (if applicable)	<input type="checkbox"/>

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

Via email to: pkpoa.acc@gmail.com

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**Architectural Control *Application Form*
For Other Improvements to a Lot**

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

Guest House/ Accessory Bldg :	Fence:	Addition &/or Modification:	Driveway:	Variance Request:
Sq. Ft: (A/C Space)	Type:	Description:	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 Other Improvements to a Lot

- 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. No adjacent tract(s) shall be used for construction access, staging or as a dumping ground for rubbish.
- 2. HVAC and/or above ground propane units must not be visible from roadway fronting the proposed new structure
- 3. 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
- 4. 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.
- 5. 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 _____