




APPLICATION FOR CONSTRUCTION NOTES


This document contains information and the application for a request to build, remodel, and/or install a structure on your property. Please observe the following:


1. **Compliance with the City of Onalaska current ordinances is a must and will not be circumvented in any fashion.**
2. Obtain '*Canyon Park Deed Restrictions*' from the Canyon Park POA website (canyonparkonalaska.com) or by contacting the POA Office Monday through Friday 10 am to 2 pm. The deed restrictions provide a complete explanation of the building requirements.
3. Your application will be approved or denied **within 15 days**, by the Architectural Review Authority (ARA), and/or after you have fulfilled all the requirements set forth in the application.
4. If the property does not have a street and/or emergency address, you must obtain such an address from the Polk County Office of Emergency Management before submitting this permit. **Call 936-327-6826.**
5. All POA fees must be current, including all transfer fees, yearly maintenance fees, and any other fees that are associated with the property before an '*Application for Construction*' will be approved.
6. Administrative fees may be associated with the '*Application for Construction*'. A copy of the '*Architectural Review Authority Administrative Fees*' document is attached for reference. The fees are due when obtaining your copy of the approved '*Application for Construction*'.
7. Take the copy of the **approved** '*Application for Construction*' to the City of Onalaska, Permit Department at 372 FM 356 | Onalaska, TX. to obtain a City of Onalaska building permit. Be aware that there is a cost associated with the City of Onalaska permit.
8. **A copy of the paid City of Onalaska building permit must be provided to the ARA prior to the beginning of construction.** A copy of this permit is normally emailed to the POA from the City of Onalaska; however, it is the responsibility of the applicant to ensure the ARA and/or the POA has a copy of the permit.
9. The date of your application will be the day it is received by the Canyon Park ARA.
10. The property owner is responsible for any damage that may occur by construction to neighboring property. We recommend obtaining the appropriate insurance and verify your contractor's insurance certificates prior to construction.
11. If a "Port-a-Potty" or a trash dumpster is needed for new construction, the temporary containers are not to be stored in the utility's easement. Containers must be maintained, at a minimum, monthly.
12. All mobile homes shall be installed on a full concrete slab or a partial concrete slab (runners) a minimum of eighteen (18) inches in width. The slab is to be reinforced with three-eighth (3/8) inch rebar on eighteen (18) inch centers and the concrete shall be a minimum of 3000 psi and a minimum of four (4) inches thick. The home must be anchored to the slab.
13. Any approval is contingent upon construction or alterations being completed in a neat and orderly manner. If approved, said alteration/construction must be maintained per the Declaration of Covenants, Conditions and Restrictions for the Canyon Park Property Owners Association, Inc.
14. A \$150.00 fee will be charged for street signs that may need to be moved or replaced due to mobile homes being moved into the subdivision.

- You must provide a drawing of the lot with the lot dimensions and show the placement of the home and/or building to be constructed. An engineering CAD drawing is preferred, but a hand drawing is adequate. Ensure all setbacks and easements described in the Declaration of Covenants, Conditions and Restrictions are recognized in the drawing.

NOTE 	The building lines are the surveyors' lines on the plat and not the side of the road. Please contact the ARA for clarification.
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- Your lot plan should indicate the difference in finished elevation of the land between the highest and lowest points of the lot.

NOTE 	The 20-foot building line is 20 feet from your front-line property, as surveyed, not 20 feet from the street. The 5-foot building line is the sides and back of your property. Refer to the deed restrictions for complete details. Corner lots shall have a 20-foot building line on both sides of the street. There is a 25-foot building line from any canyon. STRUCTURES CANNOT BE PLACED OR BUILT WITHIN THE SET BACK LINES. NO EXCEPTIONS.
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NOTE 	No person or builder may divert or impound the natural flow of surface waters in this state or permit a diversion or impounding by him to continue, in a manner that damages the property of another by the overflow of the water diverted or impounded. (Refer to Texas Water Code § 11.086).
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- The ARA must be notified by writing if the construction company is changed for any reason during the construction period.
- Deed restrictions require "All outside construction of all residences shall be completed within four (4) months from the beginning construction, unless such period is extended in writing by the ARA." An additional City of Onalaska building permit extension may be required.
- Construction can be extended up to, but no longer, than 6 months. If the construction period extends more than 6 months, a new construction permit or a new extension may be necessary.



APPLICATION FOR CONSTRUCTION

Date Received _____ Received By _____

PROPERTY AND OWNER INFORMATION	
Name	_____
911 Address	_____
Section	<input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3 <input type="checkbox"/> S4 Lots # _____
Mailing Address	_____
City	_____ State _____ Zip _____
Cell Phone	_____ Other _____
E Mail Address	_____
Printed Name	_____ Signature _____
Estimated Construction Dates	_____

CONSTRUCTION INFORMATION	
Description of the structure to be built, remodeled, or installed. Please attach a legible document covering the following items. Photos and/or "spec" sheets are highly recommended and in some instances required.	
Type of Structure	<input type="checkbox"/> House <input type="checkbox"/> Garage <input type="checkbox"/> Porch <input type="checkbox"/> Shed <input type="checkbox"/> Fence <input type="checkbox"/> Other <small>(Describe below)</small>
Exterior Materials	_____
Roofing Materials	_____
Foundation	<input type="checkbox"/> Concrete <input type="checkbox"/> Pier & Beam <input type="checkbox"/> Other <small>(Describe)</small> _____

CONTRACTOR / SUPPLIER INFORMATION	
Company Name	_____
Contact Name	_____ Phone _____
E Mail	_____

Additional information that you would like to share:



CPPOA ARCHITECTURAL REVIEW AUTHORITY ACTION

Permit is Approved Denied

Printed Name _____ Signature _____

Date [Click here to enter a date.](#) _____

Printed Name _____ Signature _____

Date [Click here to enter a date.](#) _____

If denied, please provide a detailed reason and possible actions to correct the issue.

NOTE



The property owner has 30 days to appeal a denial after the board receives the owner’s request for a hearing. The ARA board has 30 days to hold a hearing and will provide notice of the hearing including date, time, and location at least 10 days before the hearing date. Only one hearing is required. Both sides (board and owner) have the right to continuance of not more than 10 days. Both parties permit audio recording, and the board may affirm or reverse the decision.