

Rules For New Home Builders

All new home permit applications must be submitted to the WPOA in a **sealed envelope** to either:

WPOA ACC
P.O. Box 1026
Wimberley, TX 78676

or

WPOA ACC
13 Pleasant Valley Road
Wimberley, TX 78676

Application must be submitted **10 days prior** to the second Sunday of every month. If not then it will not be looked at until the following month's ACC meeting.

Have your entire application complete with the following documents and/or items.

1. Copy of your building permit from Hays County Environmental Department.
2. Copy of your registration with the TRCC.
3. A blue-line survey showing setbacks and the site plan for the home, driveways, sidewalks, and any other improvements to be completed under the application. This survey should indicate if building site is in the flood plain.
4. **Two sets of certified plans** indicating square footage of AC/ HEAT space.
5. **A complete exterior and interior materials and specifications sheet.**
6. Copy of financial document showing you have been funded for this construction
7. Submit the WPOA Building Agreement Contract signed and initialed where indicated along with all other documents or items and a check for the permit fee, which is \$1500.00
8. Copy of septic permit from Hays County Health Department (if applicable)

Building permits are issued for a *180 day* period and will expire at the end of that time. If all construction and the home is not in move in condition at that time you are required to submit in writing a request for a new permit. Construction will stop at the end of the 180 day period until you have come before the *ACC and the Committee will decide the time frame of any reissued permit and the amount of the reissue fee. The Committee is not bound to issue a new permit if it is found that the builder/owner has a history of non-compliance with the deed restrictions and terms of the building contract.*

Once the committee has received and reviewed all documentation, deed restrictions or other pertinent information and approves said application, the applicant will be able to pick up issued permit the following week after the second Sunday of the month.

If in any event that the application is denied, the application will be returned along with the reason for the denial. The applicant can then correct and resubmit the application to be reviewed at the next months ACC meeting.

OTHER IMPROVEMENTS PERMIT APPLICATION

Fences, sheds, pools and other improvements require application for permits also available on the website. Once WPOA has received your application and it is complete, and a check for \$50.00 is attached you will be notified the following day if you can start your project and you will receive your permit then.

ACC MEETING INFORMATION

The WPOA ACC will meet on the second Sunday of every month at 4:30 pm. This schedule is subject to change if no new home permit applications are submitted.

TERMS AND CONDITIONS FOR BUILDING PERMIT

1. ALL CONSTRUCTION WILL MEET OR EXCEED STATE REQUIRED RESIDENTIAL BUILDING CODES. BUILDER MUST BE REGISTERED WITH THE TEXAS RESIDENTIAL CODE COMMISSION AND MUST REGISTER ALL NEW HOME CONSTRUCTION WITH THE COMMISSION. BUILDERS MUST COMPLY WITH STATE LAWS REGARDING INSPECTIONS AND THE HIRING OF LICENSED CONTRACTORS. _____ Initial and date here.
2. NO CONSTRUCTION WILL COMMENCE UNTIL A BUILDING PERMIT HAS BEEN ISSUED. WHEN ISSUED, THE BUILDING PERMIT WILL BE CONSPICUOUSLY DISPLAYED ON THE SITE AT ALL TIMES. _____ Initial and date here.
3. A PORTABLE TOILET MUST BE ON SITE PRIOR TO THE START OF ANY CONSTRUCTION AND MUST REMAIN ON SITE UNTIL THE CONSTRUCTION IS COMPLETED. _____ Initial and date here.
4. TO ENSURE COMPLIANCE WITH SETBACK REQUIREMENTS A FORM SURVEY PREPARED AND CERTIFIED BY A LICENSED SURVEYOR MUST BE ON FILE WITH THE WOODCREEK POA PRIOR TO POURING CONCRETE FOR THE FOUNDATION. THE FORM SURVEY MUST BE DELIVERED IN PERSON TO THE WPOA OFFICE. _____ Initial and date here.
5. MAJOR DEBRIS CLEAN-UP IS REQUIRED ON A WEEKLY BASIS. MINOR DEBRIS PICKUP IS REQUIRED DAILY. A CONSTRUCTION DEBRIS ROLL-OFF CONTAINER MUST BE ON THE BUILDING SITE FOR WHICH THE PERMIT IS ISSUED WITHIN 10(TEN) DAYS AFTER FORM BOARDS ARE SET. YOU MUST NOT ALLOW THE CONSTRUCTION DEBRIS CONTAINER TO BE OVERFILLED AT ANY TIME. AFTER THE CONSTRUCTION DEBRIS CONTAINER IS TAKEN A NEW CONSTRUCTION DEBRIS ROLL-OFF CONTAINER MUST BE ONSITE WITHIN 72 HOURS. _____ Initial and date here.
6. BUILDER/OWNER MUST CLEAN PROPERTIES/ROADWAYS AND RIGHT-OF-WAYS FROM ANY AND ALL TRASH RESULTING FROM WORK BEING PERFORMED AT/ON THEIR BUILDING SITE. TRASH OF ANY KIND MUST BE PICKED UP DAILY. _____ Initial and date here.
7. BUILDER/OWNER MUST REGISTER ANY AND ALL FIRES WITH HAYS COUNTY FIRE MARSHALL AND WITH THE WOODCREEK POA. WATER MUST BE AVAILABLE TO SITE WHERE BURNING IS TO TAKE PLACE AND ALL FIRES/ASHES MUST BE EXTINGUISHED BEFORE NIGHTFALL. ALL FIRES MUST BE ATTENDED. _____ Initial and date here.
8. BUILDER/OWNER MUST BE IN CONTROL OF THEIR PERSONNEL/SUB-CONTRACTORS AT ALL TIMES. LOUD MUSIC, IMPROPER LANGUAGE, DAMAGE TO ADJOINING PROPERTIES, DRUNKEN OR DISORDERLY CONDUCT, AND UNRESTRAINED DOGS WILL NOT BE TOLERATED. _____ Initial and date here.
9. BUILDER/OWNER MUST COMMENCE CONSTRUCTION WITHIN 30 DAYS OF ISSUANCE OF PERMIT. ALL NEW HOME CONSTRUCTION IN TOTAL MUST BE COMPLETED WITHIN 180 DAYS OF ISSUANCE OF THE BUILDING PERMIT. THIS SHALL INCLUDE COMPLETION OF THE INTERIOR AND EXTERIOR OF THE HOME, DRIVEWAY, MAILBOXES, SIDEWALKS AND LANDSCAPING AND ALL UTILITIES MUST BE IN PLACE AND OPERATIONAL WITHIN

THE 180 DAYS OF ISSUANCE OF PERMIT. (REQUESTS FOR EXTENSIONS MUST BE ON FILE PRIOR TO END OF THE 180 DAYS. AN EXTENSION MAY BE GRANTED DEPENDENT UPON WEATHER AND OTHER EXTENUATING CIRCUMSTANCES. EXTENSIONS WILL REQUIRE ADDITIONAL PERMIT FEES BE PAID) _____ Initial and date here.

10. BY SIGNING THIS DOCUMENT YOU ARE ENTERING INTO A CONTRACT WHERE YOU AGREE TO COMPLY WITH THESE RULES AND REGULATIONS. IF YOU FAIL TO PERFORM ANY OF YOUR OBLIGATIONS UNDER THIS AGREEMENT AND SUCH FAILURE CONTINUES FOR A PERIOD OF TEN (10) DAYS AFTER NOTICE THEREOF, WOODCREEK POA SHALL HAVE THE RIGHT TO TERMINATE YOUR BUILDING PERMIT. YOU AGREE THAT WOODCREEK POA MAY ALSO ENFORCE THESE RULES AND REGULATIONS BY WAY OF INJUNCTION, SUIT FOR DAMAGES, AND/OR FINES.

11. ALL BUILDERS MUST SUBMIT A BUILDING PERMIT ISSUED BY HAYS COUNTY, TEXAS ALONG WITH ALL OTHER DOCUMENTS. ACC WILL NOT CONSIDER ISSUING A BUILDING PERMIT WITHOUT A COPY OF A HAYS COUNTY BUILDING PERMIT.

ALL PARTIES TO THIS AGREEMENT ACKNOWLEDGE THAT THE DETERMINATION OF ACTUAL DAMAGES TO WOODCREEK POA IN THE CASE OF BUILDER'S/OWNER'S NONCOMPLIANCE WITH THESE RULES AND REGULATIONS WILL BE DIFFICULT OR IMPOSSIBLE TO DETERMINE. BOTH PARTIES THEREFORE AGREE THAT DAMAGES AND/OR FINES UNDER THIS AGREEMENT WILL BE AS FOLLOWS:

ONE HUNDRED AND 00/00 (\$100) FOR EACH DAY OF NON-COMPLIANCE (including any notice period provided for hereunder). _____ Initial and date here.

I, _____, HAVE READ AND AGREE TO THE ABOVE RULES AND REGULATIONS OF THE WOODCREEK PROPERTY OWNERS ASSOCIATION OF HAYS COUNTY, INC.

I, _____, HAVE READ AND AGREE TO THE ABOVE NOTICE CONCERNING THE RIGHTS OF THE WOODCREEK PROPERTY OWNERS ASSOCIATION OF HAYS COUNTY, INC. TO DAMAGES, FINES AND/OR AN INJUNCTION FOR ANY AND ALL INFRACTIONS OF THE ABOVE RULES AND REGULATIONS.

I do ___ do not ___ own the property.

_____ DATE _____

BUILDER/OWNER

APPLICATION FOR NEW HOME BUILDING PERMIT

Permit Fee: \$1,500.00

DATE SUBMITTED: _____

OWNER/BUILDER: _____ PHONE#: _____

OWNER/BUILDER ADDRESS: _____

Location of Building Site: _____
Physical Address

Legal description of building site: _____
Lot Section

Setback Requirements (according to deed restrictions):

_____ front property line _____ left

_____ right _____ rear

Square footage: _____ A/C space _____ garage _____ porches

Estimated cost to complete (excluding lot): _____

Desired Date of Start of construction: _____

A BUILDING AND REMODELING PERMIT IS VALID FOR 180 DAYS FROM DATE OF ISSUANCE. IF CONSTRUCTION IS NOT COMPLETED IN 180 DAYS, APPLICATION MUST BE MADE FOR A NEW PERMIT.

ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT ALL INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT AND THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS UNDER WHICH A PERMIT WILL BE ISSUED. FURTHER, ANY VIOLATION OF THE TERMS AND CONDITIONS SHALL BE CAUSE FOR THE WPOA TO SUSPEND SUCH PERMIT UNTIL THE VIOLATION IS CORRECTED.

NO CHANGE IN APPROVED PLANS AND SPECIFICATIONS WILL BE MADE AFTER ISSUANCE OF PERMIT WITHOUT WRITTEN APPROVAL OF THE WPOA ACC.

Signature of Applicant DATE: _____

APPLICATION FOR NEW HOME BUILDING PERMIT (Cont'd)

SUBMIT THE FOLLOWING IN TOTAL

- _____ Permit forms (must be signed)
- _____ Two sets of complete plans, including all (4) elevations, plot plan,
parking plan, floor plan, square footage
- _____ Recent survey and accurate plot plan (show set-backs)
- _____ Two sets of complete specifications
- _____ Permit fee

Permit documents must be submitted in a clasp envelope or plan tube with your name and telephone number clearly marked on the outside.

ACC will not be able to look at anything to be permitted without the required documents. Please submit permit application with respect to the above requirements.

For Architectural Control Committee Use

Building permit approved by: _____ Date: _____

Building permit denied by: _____ Date: _____

Reason for Denial: _____