

# **ARCHITECTURAL CONTROL HANDBOOK**

Lake Kiowa Property Owners Association, Inc.

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May 5, 2008

Revised September 15, 2008

Revised May 5, 2010

Revised December 19, 2011

Revised August 6, 2012

Revised November 5, 2012

Revised April 1, 2013

Revised January 20, 2014

Revised February 17, 2014

Revised May 5, 2014

Revised August 18, 2014

Revised November 17, 2014

Revised December 15, 2014

Revised March 23, 2015

Revised August 17, 2015

Revised November 16, 2015

Revised February 1, 2016

Revised April 3, 2017

Revised June 19, 2017

Revised October 12, 2017

Revised November 13, 2017

Revised July 1, 2018

Revised October 15, 2018

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# ADMINISTRATION

## I. GENERAL INFORMATION

The Architectural Control Handbook is an extension of and derives its authority from the Covenants and By-Laws of the Lake Kiowa Property Owner's Association, Inc (LKPOA). The Architectural Control Committee is responsible for implementing and enforcing the Restrictive Covenants, By-Laws and Rules of the Association pertaining to residential and commercial construction and associated site work. This handbook establishes minimum requirements to safe guard the public health, safety and general welfare of the Community.

- 1.01 All new construction including but not limited to additions, new houses, exterior improvements, structural repairs and demolition require permitting prior to start of the project.
- 1.02 No structure shall exceed forty (40) feet in height. (Attachment A).
- 1.03 No residence may be constructed within the flood plain as defined by FEMA to be below elevation 705MSL (NAVD88).
- 1.04 The owner shall review the Restrictive Covenants, By-Laws, and the Architectural Control Handbook with the Contractor and/or Subcontractors prior to submitting for a permit. Copies of the Restrictive Covenants, By-Laws, Rules and Architectural Control Handbook are available at the Association office.
- 1.05 An official survey or plot plan of the lot is required. Prior to construction, property corners shall be located and staked. Stakes shall remain in place during construction.
- 1.06 All docks, seawalls, culverts and fences require a permit.
- 1.07 All domestic water and lawn irrigation systems require a permit and shall meet the requirements of the Lake Kiowa Special Utility District and shall be inspected by the District before the work is covered or connection made.
- 1.08 All construction, landscaping, irrigation or septic projects which would alter the existing natural drainage (surface or ground water) of the site shall be graded or channeled so that drainage is not unreasonably altered so as to cause harm to adjacent property.
- 1.09 All septic systems require a permit and shall meet the requirements of the Texas Commission on Environmental Quality, the Cooke County Environmental Health Department and the Lake Kiowa set back requirements and shall be inspected as required.
- 1.10 All Lake Kiowa fees, assessments and past due bills, including those of the Lake Kiowa Special Utility District and the lodge and tavern must be paid prior to the application for issuance of a Building Permit.

- 1.11 Each owner shall be jointly and severally, liable for all work, including but not limited to construction, electrical, and plumbing and fully understands that the LKPOA fully disclaims any responsibility for any work undertaken on their property.
- 1.12 For additions, new construction, and structural modifications the builder shall provide inspections by licensed third party inspector(s) for foundation, framing, electrical, plumbing and mechanical systems. Inspections shall be delivered to the ACC representative prior to final review.

## II. REFERENCED AUTHORITIES

- 2.01 LKPOA Restrictive Covenants – Revised January 1, 2013.
- 2.02 LKPOA By-Laws – Revised March 4, 2013.
- 2.03 LKPOA Basic Information, Policy, Procedures and Rules (Revised April 17, 2017)
- 2.04 Building Codes: Latest Edition
  - a. The International Residential Code
  - b. The International Building Code
  - c. The International Existing Building Code
  - d. The International Energy Conservation Code
  - e. The International Fire Code
  - f. The International Fuel Gas Code
  - g. The International Mechanical Code
  - h. The International Plumbing Code
  - i. NFPA National Electrical Code
- 2.05 Regulatory Authorities:
  - a. Cooke County Environmental Health Department (Septic Design)
  - b. Texas Commission on Environmental Quality (Silt Removal)
  - c. Lake Kiowa Special Utility District (Domestic Water/Automatic Sprinkler System)
  - d. Texas Railroad Commission (Liquid Propane Gas)
  - e. United States Corps of Engineers (Silt Removal)
  - f. Federal Emergency Management Agency
  - g. Americans with Disabilities Act

## III. PERMIT PROCEDURE

- 3.01 Permit Applications shall be submitted at least three (3) working days prior to the regular scheduled meetings of the Architectural Control Committee.
- 3.02 Permit Applications, Check Lists and Construction Specification Sheets are available at the LKPOA office.
- 3.03 Only fully completed Permit Applications will be considered. Names of all subcontractors shall be submitted with the permit application.

- 3.04 Contractors or Subcontractors performing work which requires a State License shall have a copy of such license on file at the LKPOA office.
- 3.05 After review of the permit submittal, if approved, a Permit will be issued for each application. If the submittal is rejected, a written notification with a qualified explanation will be sent per Restrictive Covenant paragraph 4.05.
- 3.06 Failure to obtain a permit prior to start of the project is subject to a penalty, plus the cost of the permit. The owner will be responsible for all costs incurred in removing any construction, in whole or in part, which violates these rules and procedures or the sited authorities. Reference Citations and Fines schedule.
- 3.07 Posting of Permits in a visible place is required.

#### IV. SITE MAINTENANCE DURING CONSTRUCTION

- 4.01 All Building Sites for new construction and major renovations must have a Portable toilet for the duration of the project. The toilet must be on site before work begins.
- 4.02 Erosion control is required to prevent erosion into the lake or adjacent property. The Compliance Officer will determine if erosion control is needed and will approve the type of erosion control to be used. Approved erosion control barriers are silt fencing, straw bales, organic or synthetic matting. Other types not listed may be approved by the Compliance Officer.
- 4.03 Job sites must be cleaned daily of any debris considered unsightly, a nuisance or a threat to public safety. On site trash containers are required through construction.
- 4.04 Hours of Work for jobs requiring permits: 7:00 am till 7:00 pm Monday through Saturday. **NO WORK** is allowed on Sunday or the following federal holidays; Thanksgiving, Christmas, New Year's Day, Memorial Day, 4<sup>th</sup> of July and Labor Day.

#### V. PERMIT COMPLIANCE

- 5.01 All work shall comply with the permit requirements. Additions to or changes from the permit will require application for a new permit prior to start of the work on the additions or changes.
- 5.02 Work determined to be in violation of the permit expiration date will require that work on the project cease and a new permit is issued.

VI. CONSTRUCTION OBSERVATIONS: An Architectural Control Committee representative will make periodic observations during the course of the construction to verify compliance with the permit and Lake Kiowa governing documents.

- 6.01 The following are required observations:
- a. Set Backs from Property Lines

- b. Drainage Culverts
- c. Compliance with the Architectural Control Handbook.
- d. Compliance with the Building Codes and Regulatory Agencies is the responsibility of the Property Owner.

6.02 Certificate of Compliance:

- a. No project for which a permit has been issued will be considered complete until an Architectural Control Committee representative has made a "Final Review" of the project for compliance with the provisions of the permit, including the LKPOA governing documents.
- b. A "Final Review" will be made within two (2) weeks following request of the Owner or contractor. A "Certificate of Compliance" will be issued if all is in order.
- c. If the project is determined to not be in compliance, the Owner shall have thirty (30) days to bring the project into compliance and schedule an additional review. No time extensions to the permit will be granted.

VII. CITATIONS, for noncompliance with the Architectural Control Rules and Procedure Handbook, will be issued by the Architectural Control Committee in accordance with the Schedule of Citations.

VIII. VALIDITY OF PERMIT, The issuance or granting of a permit shall not be construed to be a permit for, or an approval of any violation of any of the provisions of this ACC Handbook or of any other code or ordinance. Permits presuming to give authority to violate or cancel the provisions of this ACC Handbook or of any other code or ordinance shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the corrections of errors in the construction documents and other data. The building official is authorized to prevent occupancy or use of a structure where in violation of this ACC Handbook or of any other code or ordinance. The granting of a permit or the issuing of a Certificate of compliance does not warranty or guarantee compliance to any code or ordinance.

## ADDITIONS AND NEW CONSTRUCTION

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

### SPECIAL REQUIREMENTS:

A. Setbacks from property lines: Reference Restrictive Covenants Section 3.03 and “Setbacks and Fences” illustrations. A form board survey is required and must be submitted to and approved by LKPOA Compliance Department prior to the pouring of foundation.

B. Required Permit Submittal Data

1. Dimensioned Plot Plan or Survey

a. Improvements locations

b. First Floor elevation relative to NAVD88 Datum

2. Dimensioned Foundation Plan (As requested by ACC)

3. Dimensioned Floor Plan

4. Dimensioned Front, Side and Rear Elevations. (Building Height indicated on drawings)

5. Dimensioned Building Section (as requested by ACC)

6. Construction Details and Specifications (as requested by ACC)

7. Energy Envelope Calculations (as requested by ACC)

8. Approved Dimensioned Septic Plan

9. Materials List (May be defined on the drawings)

10. Engineered drainage plan may be required by LKPOA Public Works Department.

C. Project must be substantially complete within one year for New Construction and six months for additions. Substantial completion refers to the stage of a construction project or designated portion of the project that is sufficiently complete so that the owner may use or occupy the building project or designated portion thereof for the intended purpose. All exterior work including landscaping (Reference “Landscape” category of this ACC Handbook for additional information), must be completed within the allotted timeframe. Project will also not be referred to as complete until a Certificate of Compliance is issued per Section 6.02 of this ACC Handbook. If the project is not completed within the allotted timeframe a permit extension may be granted with the payment of an additional fee.

D. Approved Exterior Veneer Materials (Exterior material shall be consistent with the material on the main structure (Residence) for Additions).

1. Brick

2. Masonry

3. Stucco

4. Exterior Siding

a. Residential Vinyl, Aluminum and Metal Seamless Siding and Components

b. Manufactured siding and components (ie. Hardiboard, Smartside, etc.)

c. Wood (including Cedar) accents

d. Corrugated metal is not allowed

e. Other types of materials, including wood and corrugated metal, may be approved if limited in amount and used to create a decorative or an area of architectural interest.

**E. Approved Roofing Materials**

1. Architectural or Dimensional Shingles
2. Roofing Tiles
3. Slate
4. Metal Roof Components
  - a. Standing seam
  - b. Flexrib

**F. No metal buildings are allowed on residential property, other than those meeting requirements of Detached Building section B2.**



## APPROACHES TO DRIVEWAYS

Construction shall meet the requirements of the Architectural Control Handbook and its Referenced Authorities.

### SPECIAL REQUIREMENTS:

- A. Set backs from property lines: Approaches from public roads to right of way (property lines) at Driveways may abut adjoining property lines. (See also Site Pavement)
- B. Required Permit Submittal Data
  - 1. Dimensioned Plot Plan or Survey
  - 2. Approved Dimensioned Septic Plan
  - 3. Materials List (May be defined on the drawings)
- C. Approved Materials:
  - 1. Concrete
  - 2. Asphalt
  - 3. Concrete pavers
  - 4. Brick pavers
- D. Pavement abutting the property line and encroaching on drainage or utility easements is subject to removal at the property owners cost.
- E. Permit is valid for 90 days

## ATTACHED DECKS, PATIOS AND PORCHES

Construction shall meet the requirements of the Architectural Control Handbook and its Referenced Authorities. (See also Site Pavement category section C. Patios)

### SPECIAL REQUIREMENTS:

- A. Set back from property lines: Reference Restrictive Covenants Section 3.03 and "Set Back and Fences" illustrations.
- B. Required Permit Submittal Data
  - 1. Dimensioned Plot Plan or Survey
  - 2. Dimensioned Deck, Patio or Porch Plan
  - 3. Approved Dimensioned Septic Plan
  - 4. List of Materials (May be designated on the Site Plan)
- C. Decks, Patios and Porches shall meet the requirements of "New Construction".
- D. On lake and golf course lots, no permanent structure may exceed 36" in height in the setback.
- E. All construction that encroaches on drainage or utility easements is subject to removal at the owners cost.
- F. Permit is valid for 6 months.

## CARPORTS

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

### A. Special Requirements

1. Property Line Set Backs – Reference Restrictive Covenants Section 3.03 and “Set Back and Fences” illustrations
2. Carports may be of the Category of either Attached or Detached structure.
3. Carports shall be open on at least two sides and limited in size to a maximum of 480 square feet.
4. Structures with less than two sides open will be considered a garage and shall have a door or doors.
5. Carports shall meet the requirements of new construction.
6. Temporary structures, tents and manufactured buildings are not permitted.

### B. Required Permit Submittal Data

1. Dimensioned Plot Plan or Survey
2. Approved Dimensioned Septic Plan
3. Materials List

C. Permit is valid for 90 days.

## DEMOLITION

Demolition shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

- A. A permit is required for demolition or razing of a structure or any part of a structure as well as any site work.
- B. Maintenance of the Site during demolition – Reference ACC Manual Section 4.03.
- C. Notification of the Utility Companies to disconnect service is the responsibility of the owner.
- D. Following demolition, the site shall be left free of debris and in a safe condition.
- E. Permit is valid for 90 days.

## DETACHED BUILDING

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

### A. Special Requirements

1. Property Line Set Backs – Reference Restrictive Covenants Section 3.03 and “Set Back and Fence” illustrations.
2. Only one detached building is permitted per residential lot for use as a garage or storage building. Reference Restrictive Covenants Section 2.01.
3. Open sided Gazebos less than 120 square feet in area are not considered the one detached building as permitted in Restrictive Covenants Section 2.01.
4. A freestanding covered Pergola or Arbor less than 120 square feet in area are not considered the one detached building as permitted in Restrictive Covenants Section 2.01.
4. Garages attached to the main house by roofed entrance breezeways and separated by ten feet or less are not considered a detached building.
5. Detached Buildings may have a wash sink, washer and or/dryer: but no toilet, shower or bathtub.

### B. Building Type

1. Roofed and enclosed structures constructed on site shall meet the requirements of new construction.
2. Manufactured portable buildings shall not exceed 120 square feet in floor area or 8 feet in exterior height.

### C. Definitions:

1. A Pergola is an outdoor structure consisting of columns that support a roofing grid of beams and rafters. This roofing grid may be left open or covered so as to create an area sheltered from the elements. Pergolas may be freestanding or attached to a house.
2. An Arbor is a landscaping structure very similar to a pergola and are relatively simple structures, lacking architectural flourishes such as masonry columns. They are relatively small structures. Frequently bear and are increasingly being made from vinyl, rather than more traditional materials. Are freestanding (that is, they are not attached to houses, although they may be attached to a fence, in which case they sometimes house a gate).
3. A Gazebo is a pavilion structure, sometimes octagonal or turret-shaped. Refers to a subsidiary building that is either positioned separately or as an attachment to a main building.

### D. Required permit Submittal Data

1. Dimensioned Plot Plan or Survey
2. Approved Dimensioned Septic Plan
3. Materials List or Manufacturer’s Literature.
  - a. Materials must meet the requirements of New Construction.

### E. Permit is valid for 120 days.

## DOCKS AND DAVITS

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

### SPECIAL REQUIREMENTS

- A. Set back requirements: Referenced Restrictive Covenants Section 3.03 and "Set Back and Fence" illustrations.
- B. Dock extension into the Lake from elevation 699MSL (NVAD88) or existing seawall location shall be a maximum of 26 feet.
- C. Roofed Docks and Davits, including storage closets, shall meet the requirements of New Construction.
- D. Enclosed storage closets, not to exceed 120 square feet in area, are permitted on the dock adjacent to the shoreline. Areas greater than 120 square feet are considered a detached building.
- E. No more than one dock permitted per lot. No more than two covered slips permitted. If a lot is constituted, it is considered one lot. Maximum width of a dock is 60' including all PWC lifts and may not exceed 20' in height.
- F. Areas of docks under roof may be screened in.
- G. Specific rule for lot 630: allowed one dock with three covered slips and one open slip on the island.(rev. 8/15/2009)

### PROPERTY DESIGNATION REQUIREMENTS

- A. Individually owned property: No additional requirements.
- B. Common Access Property: Boat docks and sea walls may be built by property owners who share the benefits of Common Access Property when approved by the Architectural Control Committee unless the majority of said owners disagree in writing with proposed construction.
- C. Lake Access Property: Improvements are not allowed by property owners per the covenants.

### REQUIRED PERMIT SUBMITTAL DATA

- A. Dimensioned Plot Plan or Survey
- B. Dimensioned Dock Plan
- C. List of Materials
- D. Permit is valid for 90 days.

## DRAINAGE CULVERTS

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

### REQUIREMENTS

- A. A minimum area of a 15 inch I.D. diameter pipe is required or as directed by the Director of Public Works
- B. Flow line grade shall be set as approved by Public Works
- C. Water flow shall be maintained in existing ditches during construction or culvert shall be installed prior to start of construction
- D. Culverts longer than 30 feet require a Special Permit
- E. Concrete end walls are required on all installations

### REQUIRED PERMIT SUBMITTAL DATA

- A. Dimensioned plot plan showing location of culvert or Survey
- B. List of Materials
- C. Permit is valid for 90 days.

### ADDITIONAL GUIDELINES FOR PERMITTING CULVERTS LONG THAN 30 FEET IN LENGTH

- A. Property owner must submit a drawing of the proposed culverts showing property lines, dimensions of lot, proposed size of culvert, location of inlet grates or clean out ports and elevation of center of roadbed, along with a signed application for culvert permit.
- B. A committee consisting of the Director of Public Works and Chairman of the Architectural Control Committee will evaluate the application and inspect the site then make a recommendation to the Architectural Control Committee for approval or disapproval.

### GUIDELINES

- A. Minimum diameter to be 15 inches. If a greater diameter culvert is required, it will be determined by the Committee or Engineer.
- B. Culverts more than 30 feet in length are to have a cleanout port with a grate cover of at least an 8 inch diameter. These ports are to be flush with the surface and must be spaced no more than 30 feet apart.
- C. If installation of these culverts causes runoff water to be diverted onto the roadway, then grated ports of sufficient size must be installed in the culvert to divert water into the culvert. In these cases, the entry ports must be a minimum of 12 inches below the crown of the roadway.
- D. In the event it is determined by the Committee that an analysis by a Civil Engineer is necessary, then the property owner must assume responsibility for the cost of the Engineer's service.
- E. Property owner must sign an agreement accepting responsibility for any maintenance necessary to maintain flow of storm water and any expenses incurred if it is necessary to remove the culverts at any time in the future for utility maintenance or because culvert failure to handle the drainage properly.

Final Approval rests with the Architectural Control Committee and no work may start until approved by the Committee.

## DUMPSTERS, ROLL-OFFS AND PORTABLE STORAGE UNITS/CONTAINERS

Dumpsters, Roll-Offs and Portable Storage Units/Containers shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

### A. DEFENITIONS:

1. **Dumpster:** a metal container of one cubic yard or more in size outside and used to store refuse, garbage, trash, rubbish, yard waste, construction waste or similar materials.
2. **Roll- Off:** any container designed to be drawn behind a motor vehicle, located outside and used to store refuse, garbage, trash, rubbish, yard waste, construction waste or similar materials.
3. **PORTABLE STORAGE UNIT:** any container, pod, or unit rented or owned by the owner or occupant of the property that is designed to hold household items and to be transported to and stored by a private moving or storage company at a centralized storage warehouse or facility.

### B. SPECIAL REQUIREMENTS:

1. **Time Restrictions:** Not to exceed 90 days in any 12 month period, except roll-off and dumpster if the use is associated with an active building permit issued by the LKPOA.
2. **Location:** Dumpster, Roll-Off or Portable Storage Unit must be set back a minimum of 30 feet from any street sided property line, forth (40) feet of any golf course property line, and sixty (60) feet from and lake wall.
3. **Scope of use:** No dumpster, roll-off or portable storage unit may be permitted or used as an accessory structure.
4. **Maintenance of the site:** the site shall be cleaned daily of any debris considered unsightly, a nuisance or a threat to public safety.

### C. Permit is valid for 90 days.



## EXTERIOR RENOVATIONS

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

- A. SIDING REPLACEMENT shall meet the requirements of the applicable Building Code and Special Provisions of NEW CONSTRUCTION.
- B. ROOF REPLACEMENT shall meet the requirements of the applicable Building Code and Special Provisions of NEW CONSTRUCTION.
- C. WINDOW AND DOOR REPLACEMENTS shall meet the requirements of the applicable Building Code.
- D. AWNINGS AND SHUTTERS shall meet the requirements of the applicable Building Code.
- E. GUTTERING:
  - 1. Approved materials
    - a. Metal
    - b. Manufactured Composites
- F. REQUIRED PERMIT SUBMITTAL DATA:
  - 1. Project Description
  - 2. Materials List
- G. Permit is valid for 90 days.

## FENCES

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

### A. Fence Categories:

1. Privacy (Solid) – Maximum of 6.00 Feet
2. Non-Privacy – Maximum of 6.00 Feet
3. Wing Walls – Extending from Front of house to side property line may be privacy or non privacy – maximum height 6.00 Feet.

### B. Height and Location Restrictions: Reference “Set Back and Fence” illustrations (pages 26-29).

1. All fences within the 60.00 foot set back from the lake shall be Non-Privacy and not exceed a maximum height of 4.00 feet.
2. All fences within the 40.00 foot set back from the golf course shall be Non-Privacy and not exceed a maximum height of 4.00 feet.
3. Picket fences on Waterfront and Golf Course lots may not exceed 3 feet in height.
4. All fences within the 30.00 foot set back from the road right of way shall be Non-Privacy and shall not exceed 4.00 feet in height.
5. When residence set backs are greater than those stated in 1, 2, 3 and 4 above, Privacy fences may not extend past the front of the residence on all lots or past the rear of the residence on lake and golf course lots. That point being determined by the side fenced.
6. Swimming Pools shall be fenced.
7. Hot Tubs shall be fenced or covered.
8. Interior lots may have a maximum height of 6.00 feet privacy or non-privacy subject to setback rules and item # 4.

### C. Approved Materials

#### 1. Privacy Fences:

- a. Wood – Cedar, Redwood or pressure treated lumber
- b. Masonry
- c. Composite materials
- d. Architectural Metal as approved by ACC

#### 2. Non-Privacy Fences:

- a. Chain Link
- b. Metal – Post and Rail (Wrought Iron Look)
- c. Rail – Wood or Composite – No more than three rails. Width of each rail, including a cap or other decorative element, must not exceed 5 inches.
- d. Post and Chain
- e. Picket fences – Vinyl or Wood
- f. Architectural Metal as approved by ACC

### D. All fences shall be constructed with:

1. Finished side out and
2. Not having a line of sight problem for drivers

### E. Permit Data Required-Permit is valid for 90 days.

1. Dimensioned Plot Plan or Survey
2. Materials List

## FIRE PITS, EXTERIOR FIRE PLACES AND OUTDOOR KITCHENS

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

Fire Pits, Fireplaces, Chimneys and Outdoor Kitchens constructed as a Permanent Structure or part of a permanent structure require a permit. Portable Fire Pits, Chimneas, Outdoor Fireplaces, etc. do not require a permit.

### SPECIAL REQUIREMENTS

A. Setback Requirements: May extend into the setbacks of golf course or lake lot but not into any utility easement or not nearer than ten (10) feet to the property line or any abutting property and shall meet the requirements of the applicable Building Code and Special Provisions of NEW CONSTRUCTION.

1. Property Line Set Back: Reference Restrictive Covenants Section 3.03 and "Set Back and Fence" illustrations.

2. Exterior Fire Pits, Fireplaces and Kitchens within the sixty (60) foot setback from the lake on Waterfront and within the forty (40) foot setback on Golf Course lots may not exceed 3 feet in height above ground. No permanent structure or surface may exceed 3 feet in height except where the slope (from 60 feet setback to lake) is 20% or more, retaining walls can be up to 6 feet in height. The permanent structure or surface must not negatively alter the line of sight from abutting properties.

3. Open Fire Pits must have a minimum 15 feet setback from all structures, combustible materials and side and rear property lines. Fire pits must be constructed so that the inside diameter is 3 feet or less.

B. SPECIAL REQUIREMENTS:

1. Masonry Fireplaces and Chimneys must be supported on foundations of solid masonry or concrete and at least 6 inches beyond each side of the exterior dimensions of the fireplace. An ash dump cleanout must be provided with a fireplace.

2. Factory built fireplaces and chimneys shall be listed and labeled and shall be installed and terminated in accordance with the manufacturer's instructions.

3. Fires emitting smoke determined to be harmful to surrounding property owners, or when atmospheric conditions or local circumstances make such fires hazardous, will be immediately extinguished.

C. APPROVED MATERIALS:

1. Masonry: Brick, Stone and/or Concrete

2. Steel

D. REQUIRED PERMIT SUBMITTAL DATA:

1. Dimensioned Plot Plan or Survey

2. Dimensioned Plans

3. Approved Septic Design or Certified Letter

4. Materials List or Manufacturer's Literature

E. Permit is valid for 90 Days

## FLAGS AND BANNERS

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

- A. The following flags and banners may be displayed on the homeowner's property:
  - 1. The flag of the United States of America
  - 2. The flag of the State of Texas and other official State Flags.
  - 3. Official or replica flags of any branch of the United States Armed Forces.
  - 4. Other flags which are deemed not offensive to the general population.
- B. Flags of the United States shall be displayed in accordance with 4 U.S.C. Sections 5 thru 10.
- C. Texas State flags shall be displayed in accordance with Chapter 3100 of the Texas Government Code.
- D. All flags and banners shall be displayed in a respectful manner.
- E. All flags of the United States, which remain in place over night and are illuminated, must use up lighting to avoid shining into other properties. All halyards shall be secured to abate noise.
- F. Flagpoles may be free standing or wall mounted. Poles shall be constructed of permanent, long lasting materials with finish appropriate to the pole material and complementary to the residence.
- G. Flagpoles shall have a maximum height of 35 feet and located on the owners property. Poles shall not be located within any established easement except for the flag of the United States placed by a civic organization as approved by the ACC.
- H. Any deteriorated flags or structurally unsound poles shall be repaired, replaced or removed.

## GREENHOUSES

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

### A. Special Requirements

A greenhouse is defined as a detached building with glass or polycarbonate (plexi-glass) walls and roof and is used for the cultivation of tender plants in which plants requiring regulated conditions are grown and protected. One greenhouse may be erected on homeowner property, in addition to the one detached building allowed, subject to provisions listed below:

1. The greenhouse must be detached from the single-family residence and free-standing and not exceed 120 square feet in floor area or 12 feet in external height.
2. Heating of the greenhouse shall be by passive solar. No electric or propane heaters are permitted.
3. The greenhouse may be erected on a concrete slab or other permanent surface.
4. The greenhouse shall not be used for the storage of personal property and/or equipment.
5. The greenhouse shall not be used for commercial purposes.
6. Any deviation from the above will result in the greenhouse being deemed as a Detached Building subject to the requirements outlined in the ACC Handbook.
7. Property Line Set Backs – Reference Restrictive Covenants Section 3.03 and “Set Back and Fence” illustrations.
8. Canopy and Pop-Up greenhouses are not allowed.
9. Temporary protective coverings are allowed, as necessary, per impending weather conditions (frost), as they arise.

### B. Approved Materials

1. Frame structure to be wood and/or metal. Plastic may be approved as deemed appropriate by the ACC.
2. Window, panels and roof must be glass and/or Polycarbonate (plexi-glass).
3. Flooring may be grass, gravel, pavers and/or concrete.

### C. Require Permit Submittal Data

1. Dimensioned Plot Plan or Survey.
2. Building Plan and Materials List or Manufacturer’s Literature for Greenhouse.
3. Approved Dimensioned Septic Plan

### D. Permit is valid for 120 days.

## INTERIOR RENOVATION AND STRUCTURAL MODIFICATIONS

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities, and in particular, the following Administrative sections:

- A. Site maintenance during construction shall be as set forth in Administrative Section IV of the ACC Handbook.

## IRRIGATION SYSTEMS

Installation shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

**A. Required Permit Submittal Data**

1. Dimensioned Plot Plan or Survey
2. Material list

**B. All Irrigation Systems**

1. New Irrigation Systems shall have an approved RPZ (reduced pressure zone) valve installed and tested.
2. Existing Irrigation Systems that require the system to be opened to the atmosphere are required to have an RPZ (reduced pressure zone) valve installed and tested.
3. New RPZ (reduced pressure zone) valves shall be installed no closer than (3) three feet from the LKSUD meter box.
4. All irrigation lines, valves and heads shall be placed inside the property lines.

**C. Inspection and Approval by the Lake Kiowa Special Utility District will be required prior to service hookup of the RPZ (reduced pressure zone) valve on New or Existing systems. The RPZ (reduced pressure zone) valves are required by Texas State Law.**

**D. Permit is valid for 90 days.**

## LANDSCAPING

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

### A. Special Requirements:

1. When new construction or an addition is built, underground utilities run, grade changes made, or the soil is otherwise disturbed, proper compaction and a fine finish grading shall be done and seed, sod or native plants shall be installed matching as closely as possible the existing surrounding yard.
2. A permit is required if heavy equipment will be needed such as large sod delivery trucks, back hoes or equipment use for digging or leveling and any other equipment.
3. Landscaping used as barriers or fencing shall meet the setback and height requirements as defined in "Fencing".
4. Barriers of any kind, excluding fences, on lake lots must not exceed 3 feet in height.
5. Barriers of any kind, excluding fences, on golf course lots must not exceed 3 feet in height, except wherein the improved golf cart path runs adjacent to the property line on two sides of the lot. The objective is to provide some level of privacy to the homeowner. Landscaping plans must be reviewed and approved by the Architectural Control Committee. The landscaping must not negatively alter the line of sight from abutting properties.
6. Permit is valid for 90 days.



## LIQUID PROPANE GAS

Installation shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

- A. Set Back Requirements: Set Backs from structures and property lines shall be as required by the Texas Railroad Commission.
- B. Codes and restrictions
  - 1. Texas Railroad Commission
  - 2. Applicable Building Code
- C. Required Permit Data
  - 1. Dimensioned Plot Plan or Survey
  - 2. Texas Railroad Commission Permit
- D. Permit is valid for 90 days.

## RETAINING WALLS

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

### A. SEA WALLS:

1. Individual Property Owners may construct sea walls on Privately Owned lake lots.
2. Individual Property Owners may construct sea walls on Common Access lake lots if approved by a majority of the adjacent common access property owners.
3. Sea walls shall abut the lake at the normal water line defined as elev. 700 (699 NAVD88) or as established by existing or adjacent sea walls and shall extend the full width of the property or as approved by the Architectural Control Committee.
4. Sea walls shall be configured to prevent storm water or irrigation water from flowing on to or backing up onto, or causing soil erosion on adjacent property.
5. Sea walls and bank stabilization (riprap) shall conform to USACE Permit Programs, specifically Nationwide Permit NWP13.

### B. SITE RETAINING WALLS

1. Retaining walls to control site elevation changes may abut or parallel property lines.
2. Retaining walls shall be configured to prevent erosion of soil onto adjacent property.
3. Retaining walls shall be configured to prevent storm water or irrigation water from flowing on to or backing up onto adjacent property.

### C. Approved materials

1. Treated Lumber
2. Landscape Timbers
3. Concrete
4. Masonry
5. Sheet Piling

### D. Permit Submittal Required

1. Dimensioned Plot Plan or Survey
2. Materials List

### E. Permit is valid for 90 days

## SIGNAGE

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

### I. Governing Documents Sections

- A. Covenants Section 6.03 – Signs
- B. Rule 3.3.3.6 – Unauthorized Signs
- C. Rule 3.3.3.6.e – Political Signs
- D. Local, State or Federal Regulations

### II. Commercial Property (Lots 1A, 1B and Lot 2)

- 1. Wall mounted signs identifying the office or business over the main entrance door of the office or business are permitted and shall be meet with the following requirements:
  - a. Signs may be of wood, metal or composite materials.
  - b. Maximum Size: 24 inches X 60 inches
  - c. Signs shall not extend above the top of the wall.
  - d. Signs may be illuminated by over the sign down lighting.
- 2. Interior mounted window signs are permitted.
- 3. Freestanding ground signs are permitted and shall conform to standards as illustrated by sign photo number 1.
- 4. Entrance canopy signs are permitted and shall conform to the standards as illustrated by photo number 4.
- 5. Freestanding marquee signs are permitted and shall conform to the standards as illustrated by photos number 2 & 3.
- 6. The following signage types are not permitted:
  - a. Projecting wall mounted signs
  - b. Roof Top signs
  - c. Signs with flashing lights
  - d. Neon or similar signs with other gases
  - e. Exterior signage, including flag signs, pennants or banners, principally composed of fabric or other flexible materials.

III. Special Tournaments or Events: Signs are permitted for two days prior to the event through the duration of the event. Locations, signage components and size shall be approved by the ACC.

IV. Kiowa Social and Civic Organizations: Sign shall conform to the standards as illustrated by photos numbers 5 and 6.

V. Existing Commercial Signage: May remain as installed as long as they are used continuously without significant interruption and are properly maintained.

VI. All Signage: Shall be properly maintained and signs no longer applicable shall be removed.

## SILT REMOVAL

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

- A. Setback requirements: Referenced Restrictive Covenants Section 3.03 "Setback Requirements", Section 7.02 "Setback Requirements for Residential and Commercial Lots" and the "Setback and Fence illustrations" in this ACC Handbook. Silt Removal may be performed from Property Line to Property Line along the Lake Wall and may extend out a reasonable distance into the lake.
- B. Special Requirements:
  - 1. Blackout period may apply due to Fish Spawning, off-limit Habitat Areas and other Lake Kiowa activity as determined by the POA.
  - 2. A two (2) week quarantine for watercraft, including Barge, may apply per LKPOA Rules and Procedures; 3.3.6.1.a.
  - 3. Minimum 2 person crew with safety and communication equipment as required.
  - 4. Pre-Probing of proposed silt removal area is required and utilizes silt maps of POA, if available.
  - 5. Any utilization of POA and neighbors' property is not allowed without written permission.
  - 6. Property found in lake to be turned over to the POA.
  - 7. Staging of equipment and process must be contained on individual permitted lot.
  - 8. Sediment dewatering and disposal returning water efficiently back into lake.
  - 9. Under no circumstances, shall silt be moved to another part of the lake.
  - 10. Sediment Control (Turbidity Curtains) – Suspended sediment in lake contained to within the projected lines of the individual lot extending out into the lake.
  - 11. Care must taken to maintain integrity of lake walls and docks of owner and neighboring properties.
  - 12. **Only silt may be removed.** Lake bed/hard pan to stay in place. Should project damage the lake bed/hard pan, the property owner assumes the full responsibility to correct the problem caused by the silt removal.
  - 13. Contractor responsible for obtaining all necessary permits required by applicable jurisdictions (Army Corps of Engineers, etc.) or supply documentation stating exemptions as applicable.
- C. Approved Materials and Equipment:
  - 1. Pump (Auger Head Type) on barge. (Piranha or similar)
  - 2. Geotextile or similar for dewatering. (FabricBag or similar)
  - 3. Roll-Off dumpsters – 20' maximum.
- D. PROPERTY DESIGNATION REQUIREMENTS:
  - 1. Individually owned property: No additional requirements.
  - 2. Common Access Property: property owners who share the benefits of Common Access Property when approved by the Architectural Control Committee unless the majority of said owners disagree in writing with the proposed construction.
  - 3. Lake Access Property: Improvements are not allowed by property owners per the covenants.
- E. Required Permit Submittal Data:
  - 1. Dimensioned Plot Plan or Survey

2. Detailed Plan for specific area of lake, staging strategy, sediment dewatering and removal of silt with estimate and verification of amount of silt removed.
  3. List of materials and equipment.
- F. Permit is valid for 90 Days

## SITE PAVEMENT

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities. (See also Approaches to Driveways)

### A. DRIVEWAYS

1. Set Back Requirements: Driveways may abut the property line.
2. Approved Materials
  - a. Concrete pavement
  - b. Concrete pavers
  - c. Brick Pavers
  - d. Asphalt pavement
  - e. Crushed rock or gravel

### B. SIDEWALKS

1. Set Back Requirements: Sidewalks may abut the property line.
2. Approved Materials
  - a. Concrete pavement
  - b. Concrete pavers
  - c. Brick Pavers
  - d. Asphalt pavement
  - e. Crushed rock or gravel

C. Patios, (See Also category Attached Decks, Patios and Porches) etc. elevated less than 8 inches above grade may abut the property line.

1. Approved Materials
  - a. Concrete pavements
  - b. Concrete pavers
  - c. Brick pavers
  - d. Other materials approved by the committee

### D. REQUIRED PERMIT SUBMITTAL DATA

1. Dimensioned Plot Plan or Survey
2. List of Materials
3. Approved Dimensioned Septic Plan

E. All pavements that encroach on drainage or utility easements are subject to removal at the owners cost.

F. Permit is valid for 90 days

## SOLAR POWER

Solar power panels are allowed.

- A. A permit must be obtained prior to installation.
- B. Panels must be mounted to roof of the house when possible.
- C. Panels must be mounted out of view of the street when possible.
- D. Permit is valid for 90 days

## STORM SHELTER

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

A. Setback requirements: May extend into the setbacks of golf course or lake lots but not into any utility easement and not nearer than ten (10) feet to the property line of any abutting property.

B. Special Requirements

1. Property Lines Setbacks – Reference Restrictive Covenants Section 3.03 and “Setback and Fence” illustrations.
2. Only one storm shelter is permitted per residential lot
3. Shelters within the sixty (60) foot setback from the lake on waterfront and within the forty (40) foot setback on golf course lots may not exceed 3 feet in height above ground. No permanent structure or surface may exceed 3 feet in height except where the slope (from 60 feet setback to lake) is 20% or more, retaining walls can be up to 6 feet in height. The permanent structure of surface must not negatively alter the line of sight from abutting properties.

C. Building Type

1. Shelter shall not exceed 120 square feet in floor area.

D. Approved Materials

1. Concrete
2. Steel
3. Fiberglass

E. Required Permit Submittal Data

1. Dimensioned Plot Plan or Survey
2. Dimensioned Shelter Plans
3. Approved Septic Design or Certified Letter
4. Materials List or Manufacturer’s Literature

F. Permit is valid for 120 days



## SWIMMING POOLS, HOT TUBS, AND SPAS

Construction shall meet the requirements of the Architectural Control Handbook and Referenced Authorities.

A. Set Back Requirements: May extend into the setbacks of golf course or lake lots but not into any utility easement and not nearer than ten feet to the property line of any abutting property.

B. Special Requirements:

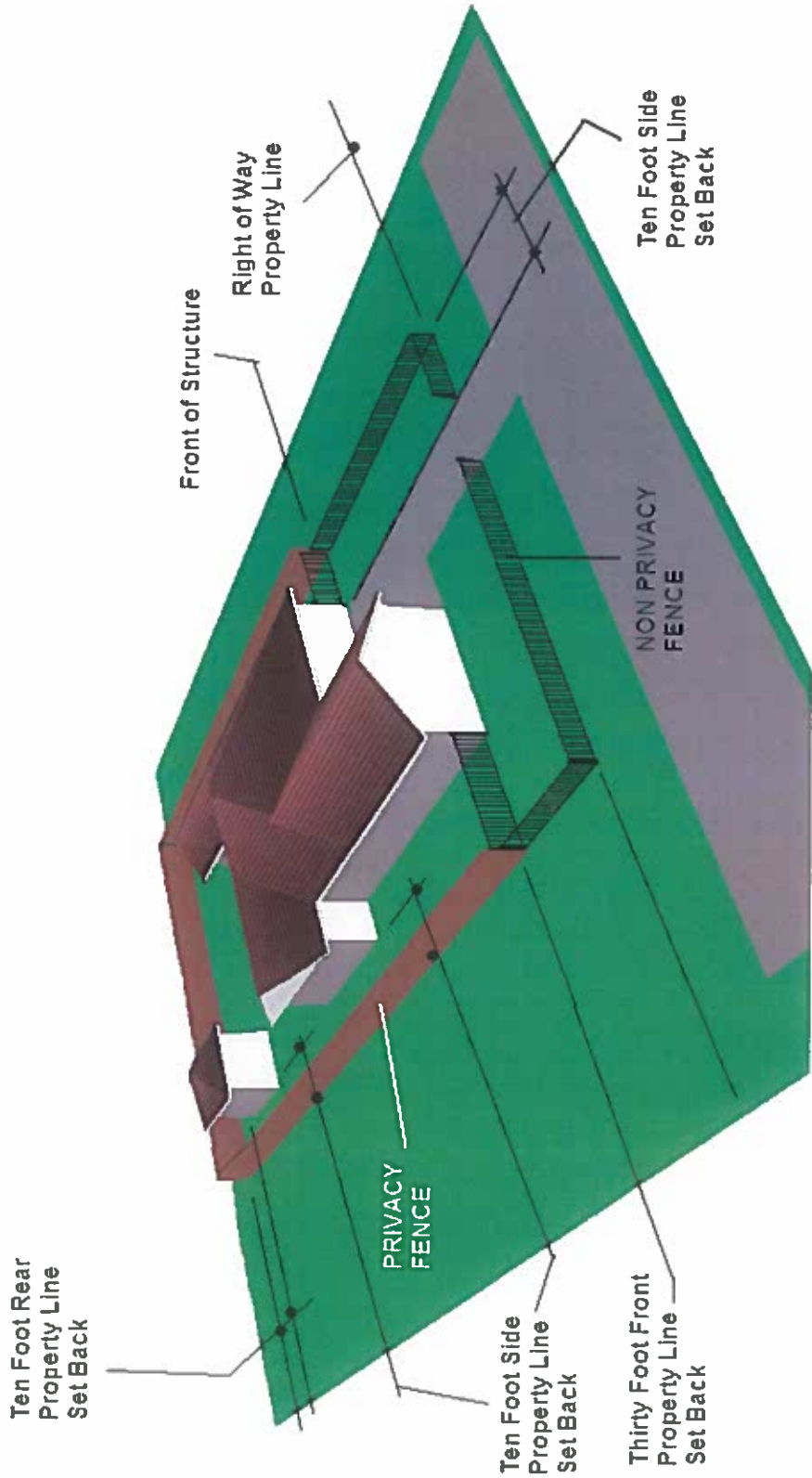
1. Swimming pools, hot tubs and spas on interior and golf course lots shall be enclosed with a fence. Portable hot tubs may be covered instead of fenced.
2. Swimming pools, hot tubs and spas on lake lots may be open on the lake frontage but fenced on the other three sides. If open on the lake frontage, a minimum extension of 24 inches on each side of the fence extending into the lake is required.
3. All fences must be a minimum of 48 inches, non-privacy and have locking gates.
4. Above ground pools are not permitted regardless of height or depth. Small portable or temporary wading pools are allowed.
5. No permanent structure or surface may exceed three feet in height except where the slope (from 60 feet setback to lake) is 20% or more, retaining walls can be up to 6 feet in height. The permanent structure or surface must not negatively alter the line of sight from abutting properties.
6. It is recommended that barriers/fences for swimming pools, hot tubs or spas comply with the International Swimming Pool and Spa Code Section 305 and/or section 3109 of the International Building Code.

C. Permit Data Required

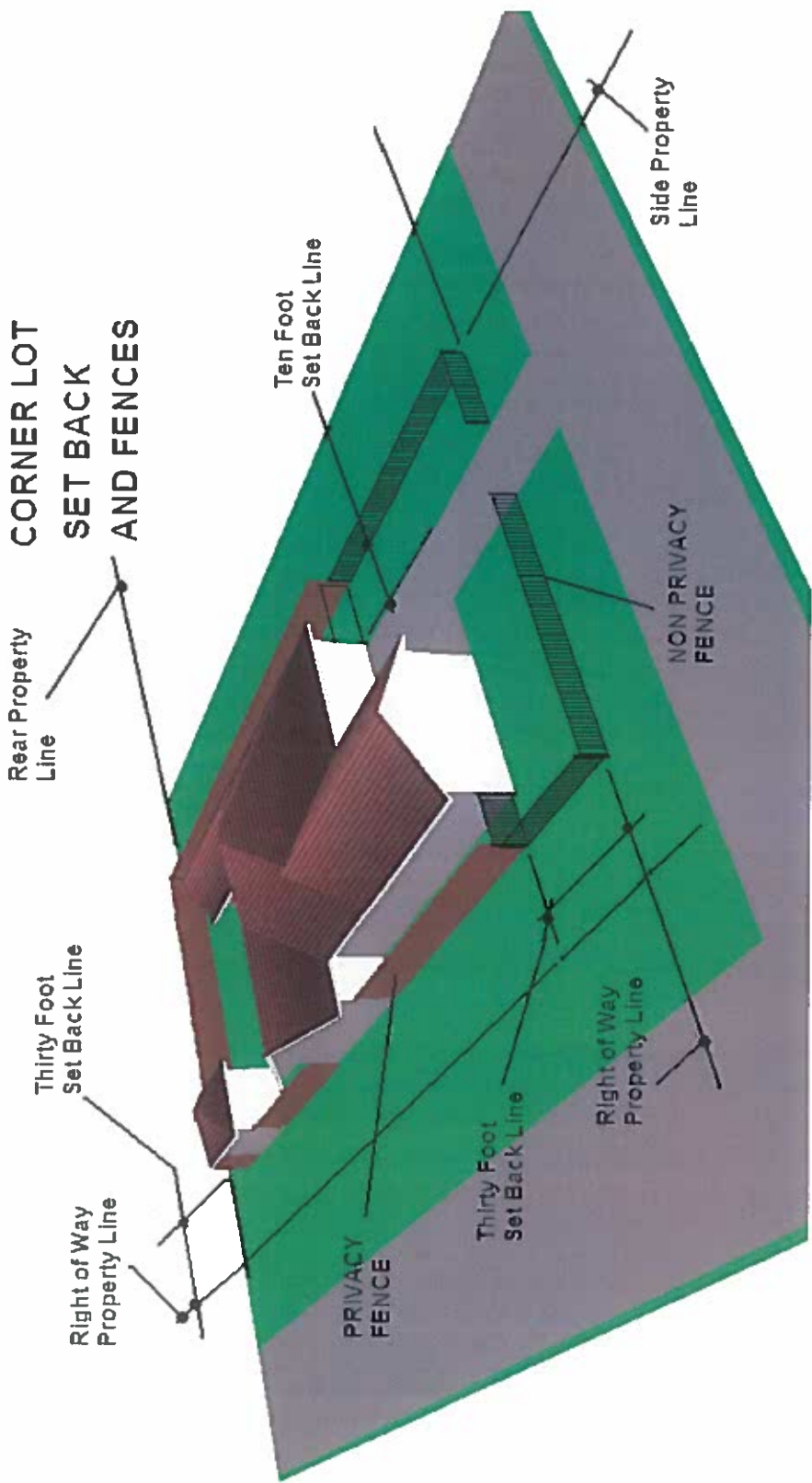
1. Dimensioned Plot Plan or Survey
2. Dimensioned Approved Septic Plan

D. Permit is valid for 6 months

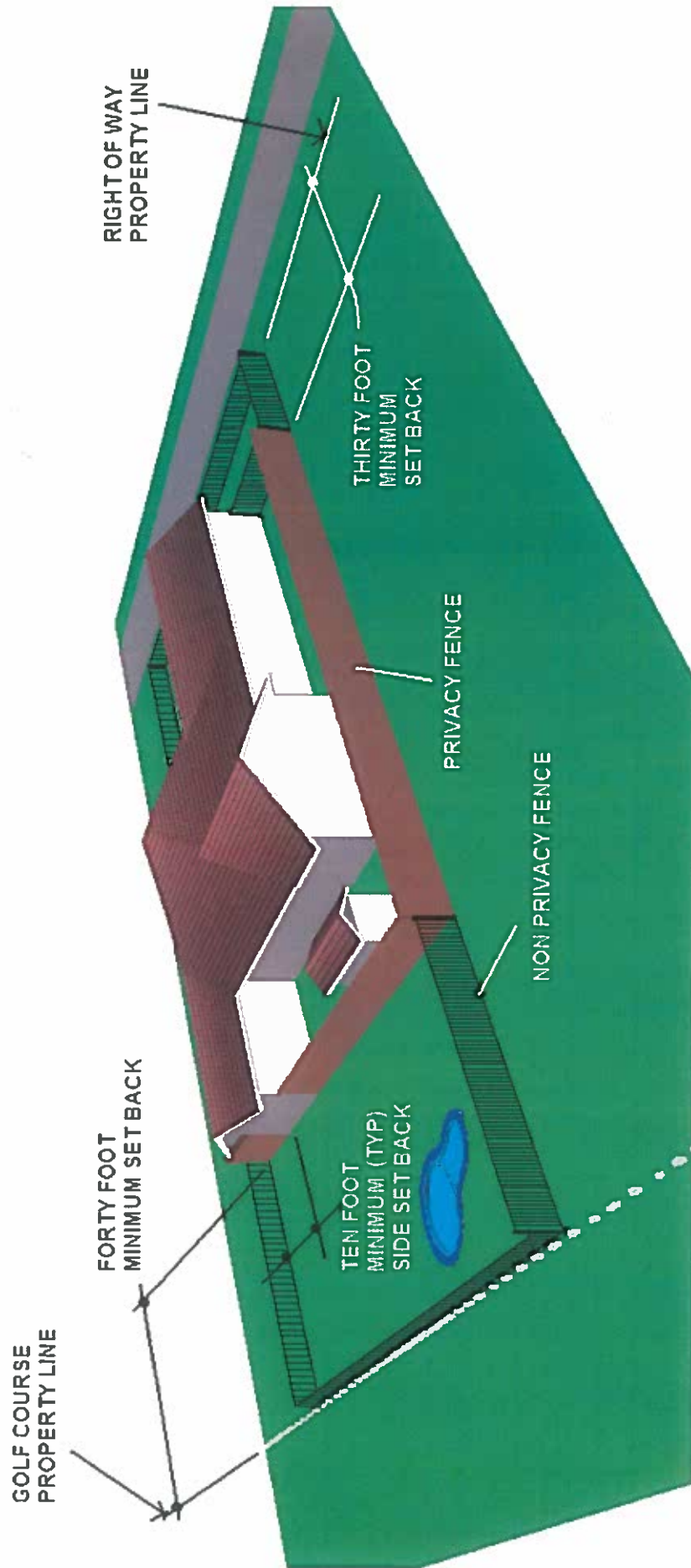
# INTERIOR LOT SET BACKS AND FENCES



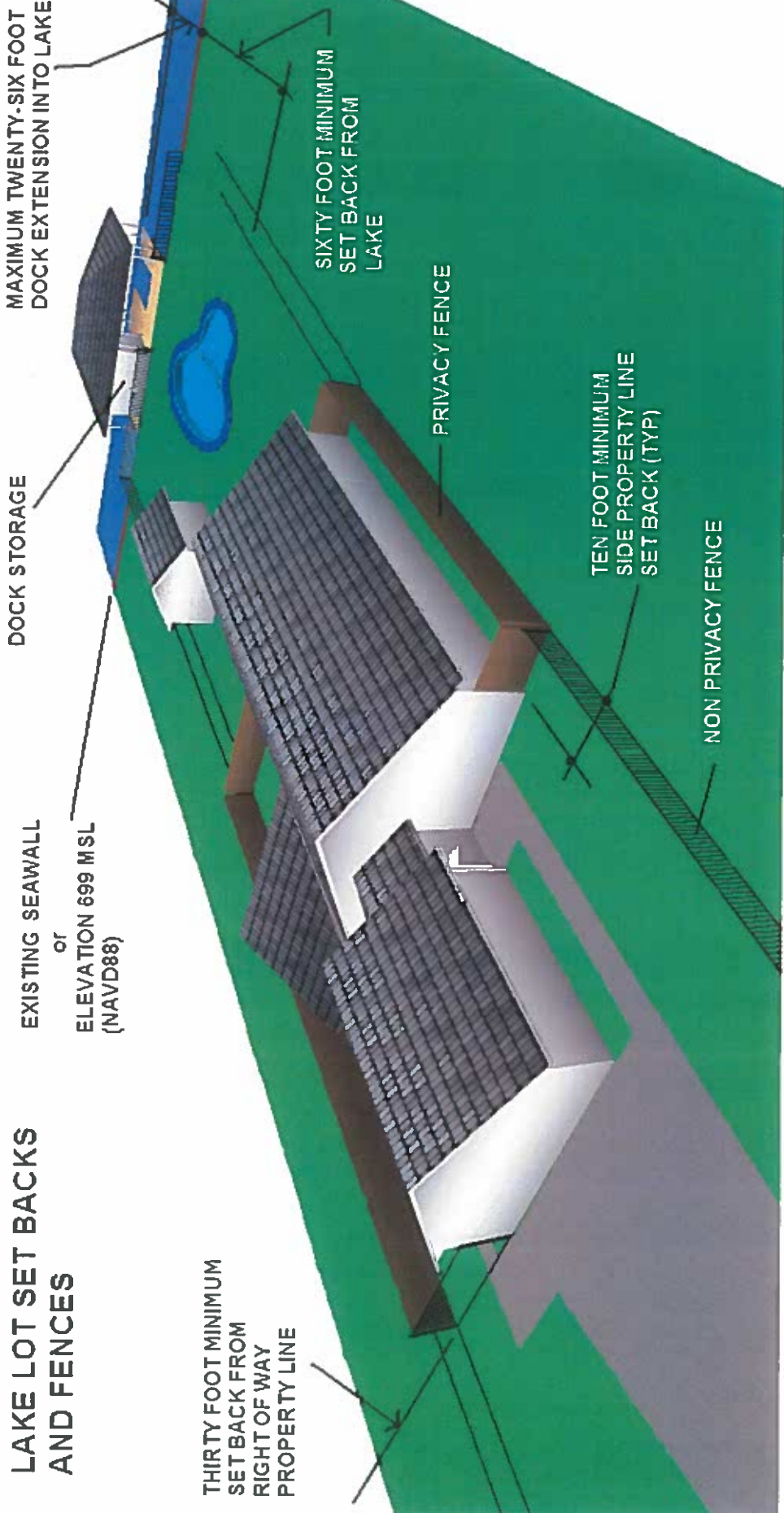
# CORNER LOT SET BACK AND FENCES



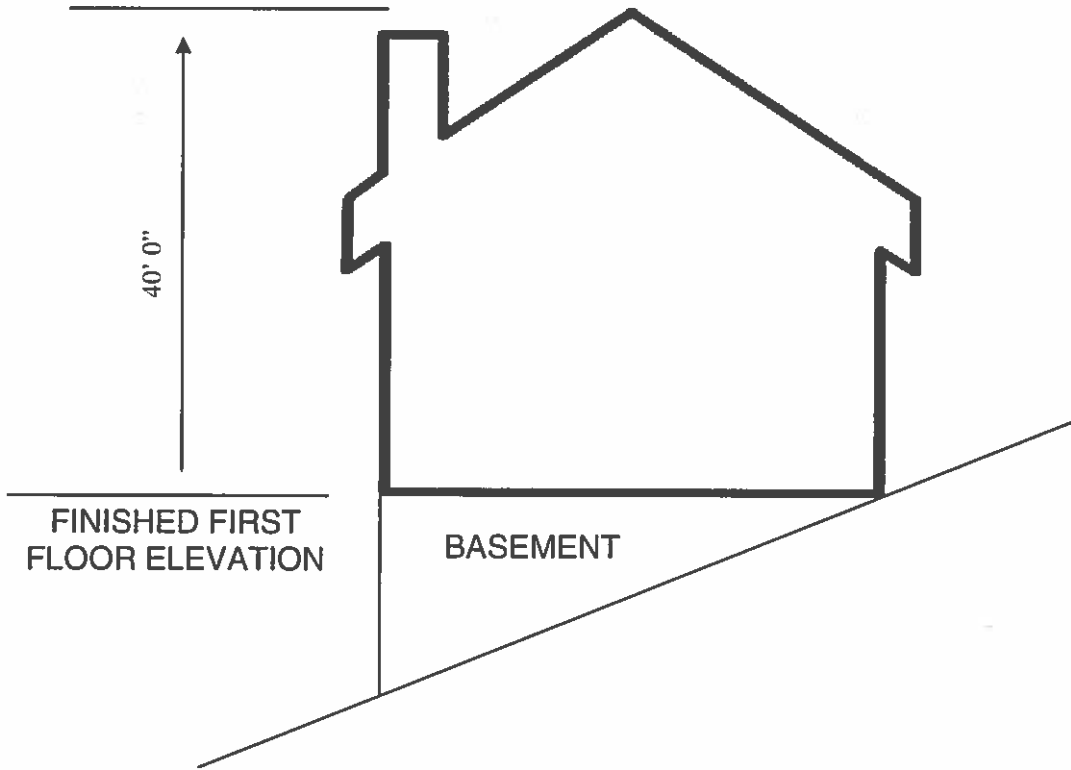
# GOLF COURSE SET BACKS AND FENCES



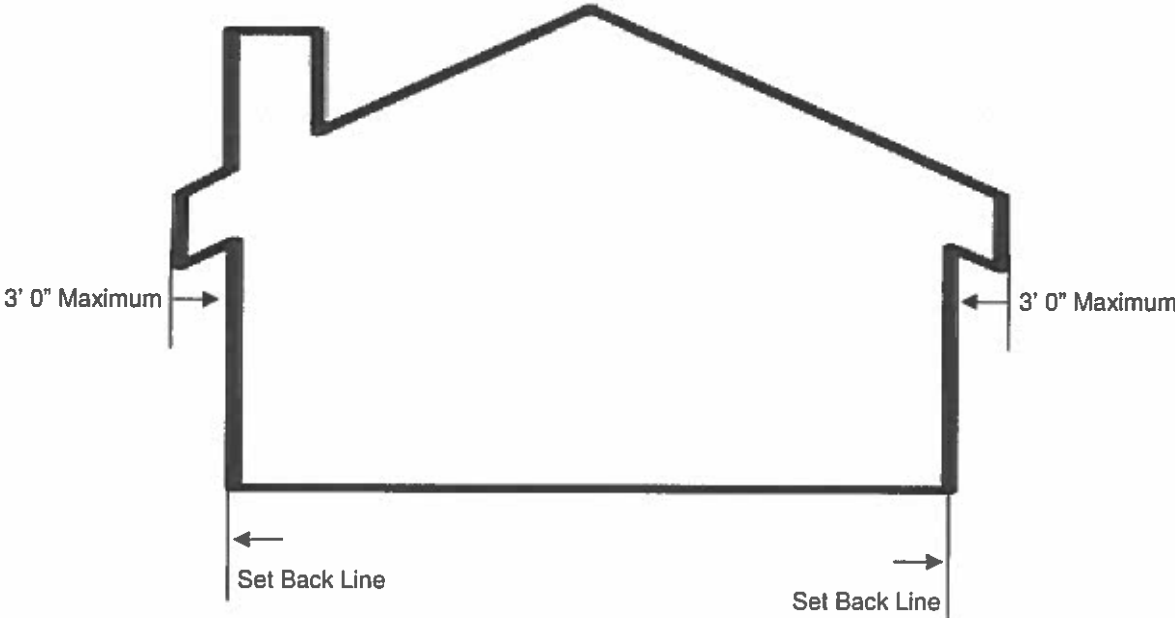
# LAKE LOT SET BACKS AND FENCES



# MAXIMUM HEIGHT OF STRUCTURE



# MAXIMUM ROOF OVERHANG



**LAKE KIOWA PROPERTY OWNERS ASSOCIATION  
ARCHITECTURAL CONTROL PERMIT**

**OWNER INFORMATION**

**PERMIT #** \_\_\_\_\_

Lot # \_\_\_\_\_ Constituted Lot # \_\_\_\_\_ Owners Name \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**CONTRACTOR INFORMATION**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

Contractors Signature \_\_\_\_\_

Reference ACC Section 5.01

\*\*\*\*\*

**PROJECT INFORMATION**

Description \_\_\_\_\_

Estimated Sq. Feet \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Planned Start Date \_\_\_\_\_ Est. Completion Date \_\_\_\_\_

Permit Fee \_\_\_\_\_

By signing this form owner attests that he/she is fully cognizant of the LKPOA's Restrictive Covenants, By-Laws and Basic Information, Policy, Procedures and Rules and the Architectural Control Handbook.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Approved Architectural Control Signature

\_\_\_\_\_  
Date Approved



## LKPOA FEE CALCULATION SHEET

PERMIT FEE CALCULATION SHEET		PERMIT LENGTH	LOT #:	OWNERS NAME:		DATE:	
CATEGORY			NUMBER OF UNITS	FIXED FEE	AREA SQ FEET	RATE PER SQ FOOT	PERMIT FEE
<b>NEW CONSTRUCTION</b>							
ACC	LIVING AREA	1 Year				\$ 0.60	
ACC	GARAGE	1 Year				\$ 0.40	
ACC	PORCH/DECK/PATIO	1 Year				\$ 0.30	
	DEMOLITION FEE	90 DAYS		\$ 100.00			
<b>ADDITIONS</b>							
ACC	LIVING AREA	6 MONTHS				\$ 0.60	
ACC	GARAGE/STORAGE	6 MONTHS				\$ 0.40	
ACC	PORCH/DECK/PATIO	6 MONTHS				\$ 0.30	
ACC	CARPORT	6 MONTHS				\$ 0.30	
<b>DETACHED BUILDING</b>							
ACC	MANUFACTURED	120 DAYS		\$ 50.00			
ACC	SITE CONSTRUCTED	120 DAYS				\$ 0.40	
ACC	GAZEBO/PERGOLA/ARBOR	120 DAYS		\$ 50.00			
ACC	GREENHOUSE	120 DAYS		\$ 50.00			
ACC	STORM SHELTER	120 DAYS		\$ 100.00			
<b>EXTERIOR RENOVATIONS</b>							
	ROOFING	90 DAYS		\$ 60.00			
	SIDING CHANGES	90 DAYS		\$ 50.00			
	AWNINGS & SHUTTERS	90 DAYS		\$ 50.00			
	WINDOWS & DOORS	90 DAYS		\$ 50.00			
	GUTTERS	90 DAYS		\$ 50.00			
ACC	FENCES	90 DAYS		\$ 50.00			
ACC	SOLAR	90 DAYS		\$ 50.00			
	DEMOLITION FEE	90 DAYS		\$ 50.00			
<b>SITE WORK</b>							
ACC	APPROACHES	90 DAYS		\$ 50.00			
ACC	CULVERTS	90 DAYS		\$ 50.00			
ACC	DRIVEWAYS	90 DAYS		\$ 100.00			
ACC	FIREPIT/EXT FIREPLACE/KITCHEN	90 DAYS		\$ 50.00			
ACC	LANDSCAPING	90 DAYS		\$ 50.00			
ACC	SIDEWALKS	90 DAYS		\$ 50.00			
ACC	SITE WALLS	90 DAYS		\$ 50.00			
ACC	SEA WALLS	90 DAYS		\$ 150.00			
ACC	SILT REMOVAL	90 DAYS		\$ 150.00			
ACC	SWIMMING POOLS	6 MONTHS		\$ 150.00			
ACC	HOT TUBS/SPA/SWIM SPAS	6 MONTHS		\$ 50.00			
	REPAIRS	90 DAYS		\$ 50.00			
<b>DOCKS AND DAVITS</b>							
ACC	DOCK	90 DAYS		\$ 150.00			
ACC	ROOFED	90 DAYS		\$ 50.00			
ACC	2ND LEVEL DECK	90 DAYS		\$ 50.00			
ACC	MODIFICATION	90 DAYS		\$ 50.00			
	REPAIRS	90 DAYS		\$ 50.00			
<b>UTILITIES/IRRIGATION</b>							
	SPRINKLER SYSTEM	90 DAYS		\$ 100.00			
	SEPTIC SYSTEM	90 DAYS		\$ 50.00			
	PROPANE GAS	90 DAYS		\$ 50.00			
						<b>TOTAL</b>	

Revised February 1, 2016  
 Revised July 1, 2017  
 Revised October 12, 2017  
 Revised July 1, 2018

# CITATIONS AND FINES

1. Failure to obtain permit: Reference ACC Handbook Section 1.01
  - a. New Construction \$500
  - b. Additions \$250
  - c. Approaches and Driveways \$250
  - d. Carports \$100
  - e. Whole House Demolition \$250
  - f. Exterior Renovation Demolition \$50
  - g. Detached Building \$250
  - h. Docks and Davits \$300
  - i. Drainage Culverts \$50
  - j. Exterior Alterations \$400
  - k. Fences \$200
  - l. Fire Pits, Exterior Fireplaces and Outdoor Kitchens \$50
  - m. Greenhouses \$50
  - n. Irrigation System \$50
  - o. Landscaping \$150
  - p. Liquid Propane Gas \$100
  - q. Retaining Walls \$100
  - r. Silt Removal \$150
  - s. Site Pavement \$200
  - t. Solar Panels \$50
  - u. Storm Shelter \$50
  - v. Swimming Pools, Hot Tubs and Spas \$300
  
2. Performing work not covered by permit \$500  
New permit required or removal of said work.
  
3. Moving or destroying survey stakes or corner stakes per section 1.05 of ACC Handbook  
a New Survey is required
  
4. Failure to comply with Section 1.08 of ACC Handbook \$200
  
5. Failure to comply with Section 4.01 of ACC Handbook \$150/Day
  
6. Failure to comply with Section 4.02 of ACC Handbook \$150/Day
  
7. Failure to comply with Section 4.03/4.04 of ACC Handbook \$100/Day
  
8. Failure to post permit \$100/Day
  
9. Failure to complete construction within the permit time frame,  
or obtain new permit \$500
  
10. Failure to comply to permit specifications Red Tag (Stop work until rectified)
  
11. All other ACC non-compliance issues, not listed above, may result in the following  
schedule of fines:
  - 1<sup>st</sup> Violation - \$50 Fine
  - 2<sup>nd</sup> Violation - \$100 Fine
  - 3<sup>rd</sup> Viloation - \$200 Fine and, if applicable, a 30 day suspension of privileges.

**ARCHITECTURAL CONTROL PERMIT for OFFICE USE ONLY**

- \_\_\_\_ Verify Application Data
- \_\_\_\_ Credit okay—member in good standing
- \_\_\_\_ Verified State Licenses—General Contractor\_\_\_\_; Sub Contractors\_\_\_\_
- \_\_\_\_ Dimensioned Site Plan
- \_\_\_\_ Improvements Locations included
- \_\_\_\_ First Floor Elevation relative to Elevation 700 feet MSL
- \_\_\_\_ Dimensioned Floor Plan
- \_\_\_\_ Dimensioned Front Elevation
- \_\_\_\_ Approved Dimensioned Septic Plan—Cooke County
- \_\_\_\_ Approved Dimensional Irrigation Plan – LKSUD
- \_\_\_\_ Materials List
- \_\_\_\_ Certificate of Liability Insurance
- \_\_\_\_ Fee Calculation Attached

**FINAL REVIEW**  
**(New Construction & Additions Only)**

Date: \_\_\_\_\_

To: Architectural Control Committee and/or Representative

From: \_\_\_\_\_

Permit # \_\_\_\_\_

Lot # \_\_\_\_\_

Project Address: \_\_\_\_\_

The above referenced project will be completed on \_\_\_\_\_. I am requesting a "Final Review" of this project on that date. I understand a "Certification of Compliance" will be issued upon satisfactory completion of the project.

\_\_\_\_\_  
Home Owner

\_\_\_\_\_  
Contractor

**CERTIFICATE OF COMPLIANCE**  
**(New Construction & Additions Only)**

To: \_\_\_\_\_

Home Owner

Permit # \_\_\_\_\_

\_\_\_\_\_

Contractor

Lot # \_\_\_\_\_

This is to inform you a "Final Observation" for Permit Compliance was conducted on \_\_\_\_\_. This project meets compliance requirements as stated in the Architectural Control Handbook.

\_\_\_\_\_  
Architectural Control Committee Representative

Date \_\_\_\_\_



**PHOTO NUMBER 1**



**PHOTO NUMBER 2**



**PHOTO NUMBER 3**



**PHOTO NUMBER 4**



**PHOTO NUMBER 5**



**PHOTO NUMBER 6**

## **ACC HANDBOOK PAGE REVISION LOG**

**September 15, 2008**

Administration, Page 2 – 1.08, Page 4 – 7.02  
Additions, Page 5 – E.4.c,d,e  
Approaches to Driveways, Page 6 – Special Requirements – A.  
Detached Building, Page 10 – B.2, C.3.a  
Exterior Renovations, Page 13 – D., E.1.a.b.c.  
Fence, Page 14 Approved Materials – C.1.d, C.1.e  
Liquid Propane Gas, Page 17 – A.1., A.2  
New Construction, Page 18 – E.4.c, E.4.d, E.4.e  
Site Pavement, Page 20 – C.1, 2  
Fee Schedule, Page 30 – add demolition fee

## **ACC HANDBOOK PAGE REVISION LOG**

**May 5, 2010**

Administration, Page 1 – I.1.01, 1.05, 1.06, Page 2 – 1.12, II.2.05 b, Page 4 – V.5.01, VII.7.02  
Additions, Page 5 – B,1.  
Approaches to Driveways, Page 6 – B.1, E. added paragraph  
Attached Decks and Porches, Page 7 – B.1  
Carports, Page 8 – C.1.  
Detached Building, Page 10 – A. 4, 5 added paragraphs, C.1.  
Docks and Davits, Page 11 – Required Permit Submittal Data, A.  
Fence, Page 14 – E. 1  
Interior Structural Modifications, Page 15 – Title change, A, B, eliminate C.  
Liquid Propane Gas, Page 17 – D.1  
New Construction, Page 18 – B.1  
Retaining Walls, Page 19 – A.3, D.1  
Site Pavement, Page 20 – D.1  
Sprinkler System, Page 21 – A.1  
Lake Kiowa Property Owners Association Application for Architectural Control Permit. Page 29 –  
Change in Title.  
Citations and Fines, Page 31 – 7, 8.

## **ACC HANDBOOK PAGE REVISION LOG**

**December 19, 2011**

Administration, Page 1 – 1.01, Page 2 – 1.12, 2.02, 2.03, Page 3 – 4.04, Eliminate Liability Insurance  
Approaches to Driveways, Page 6 – Eliminate E.  
Fence, Page 14 – A.2  
Flags and Banners, Page 15 – Added paragraphs A – H.  
Interior Renovation and Structural Modifications, Page 16 – Eliminate first paragraph, Eliminate B.  
Signage, Page 21 & 22 – Added Paragraphs I – VI.  
Swimming Pools, Hot Tubs, And Spas, Page 25 – B.2, Eliminate B.3  
\*Renumber pages of Handbook to accommodate new sections.

## **ACC HANDBOOK PAGE REVISION LOG**

**November 5, 2012**

Administration, Page 1 – 1.07, Page 2 – 1.10, 2.05, Page 3 – 4.03, 4.04  
Additions, Page 5 – D, Eliminate B.5  
Approaches to Driveways, Page 6 – C, Added E.  
Attached Decks And Porches, Page 7 – Added Patios to Title, B.2, C, D, Added F.

Carports, Page 8 – Added D.  
Demolition, Page 9 – A, Added E.  
Detached Building, Page 10 – B.2, Added D.  
Docks and Davits, Page 11 – Special Requirements D, E, Added G, Property Designation Requirements C, Required Permit Submittal Data, D.  
Drainage Culverts, Page 12 – Special Requirements B, Required Permit Submittal Data Added C.  
Exterior Renovations, Page 13 – Added D.  
Fence, Page 14 – E  
Landscaping, Page 17 – Added A.3 & A.4.  
Liquid Propane Gas, Page 18 – Eliminated B, Renumbered and Added D.  
New Construction, Page 19 – D, Eliminated B.1.b & B.5.  
Signage, Page 21 – B.1, C, C.1.  
Site Pavement, Page 23 – C, C.1.d.  
Sprinkler System, Page 24 – B, Eliminate A.2., Renumbered.  
Swimming Pools, Hot Tubs, And Spas, Page 25 – A, Eliminate C.3  
Golf Course Set Backs & Fences, Page 28 – Edited Drawing to Reflect Pool Setback.  
Lake Lot Set Back & Fences, Page 29 – Edited Drawing to Reflect Pool Setback.  
Fee Calculation Sheet ,Page 33 – Edited to reflect new permit pricing.  
Citation and Fines, Page 34 – 1.i.  
Architectural Control Permit for Office Use Only, Page 35 – Eliminated Floor Elevation, Approved Dimensioned Irrigation Plan, Certificate of Liability Insurance, Added Water Meter Installation Paid.  
Final Review, Page 36 – Added New Construction & Additions Only to title, Changed compliance to satisfactory completion of project.  
Certificate of Completion, Page 37 – Changed Title to Certificate of Compliance, Added New Construction & Additions Only.

#### **ACC HANDBOOK PAGE REVISION LOG**

**April 1, 2013**

Administration, Page 2 – 2.01, Change the revision date to January 1, 2013.  
Administration, Page 2 – 2.02, 2.03, Change the revision date to March 4, 2013.  
Additions, Page 5 – Remove the reference to Restrictive Covenants Section 2.09 as it no longer exists.  
Fence, Page 14 – C.2.c – Added, no more than three rails. Width of each rail, including a cap or other decorative element, must not exceed 5 inches.  
New Construction, Page 19 – Remove the reference to Restrictive Covenants Section 2.09 as it no longer exists.  
Citations & Fines, Page 34 – #9. Changed to read Failure to complete construction within the permit time frame, or obtain new permit. Fine remains \$500.00

#### **ACC HANDBOOK PAGE REVISION LOG**

**January 20, 2014**

Drainage Culvert, Page 12 – Changed requirements for culvert permit application.

#### **ACC HANDBOOK PAGE REVISION LOG**

**February 17, 2014**

Fence, Page 15 – Changed Non-Privacy fence from 4.00 feet maximum to 6.00 feet maximum. Added #7 under height and location restrictions.



**ACC HANDBOOK PAGE REVISION LOG**

**May 5, 2014**

Fence, Page 15 – Changed #3 to include restrictions on Picket Fences on Waterfront and Golf Course lots, and renumbered all others to correct. Added approved materials for Picket Fences.

**ACC HANDBOOK PAGE REVISION LOG**

**August 18, 2014**

Docks & Davits, Page 11 – Changed PROPERTY DESIGNATION REQUIREMENTS for #B Common Access Property.

**ACC HANDBOOK PAGE REVISION LOG**

**November 17, 2014**

Sprinkler Systems, Page 25 – Changed B from inspection by LKSUD to All Irrigation Systems. Added C – Inspection must be done by LKSUD and approved prior to service connection to RPZ valve.

**ACC HANDBOOK PAGE REVISION LOG**

**December 15, 2014**

Sprinkler Systems, Page 25 – Changed name from Sprinkler System to Irrigation System  
Site Maintenance During Construction, Page 3 – Changed 4.04 Hours of Work for Jobs requiring permits from No work permitted on Federal Holidays to No Work Permitted on the following Federal Holidays; Thanksgiving, Christmas, New Year's Day, Memorial Day, 4<sup>th</sup> of July and Labor Day.

**ACC HANDBOOK PAGE REVISION LOG**

**March 23, 2015**

Site Maintenance During Construction, Page 3 – Changed 4.02 Erosion control is required to prevent erosion into the lake or adjacent property. The Compliance Officer will determine if erosion control is needed and will approve the type of erosion control to be used. Approved erosion control barriers are silt fencing, straw bales, organic or synthetic matting. Other types not listed may be approved by the Compliance Officer.

**ACC HANDBOOK PAGE REVISION LOG**

**August 17, 2015**

New Construction and Additions were combined. Pages renumbered due to New Construction page being deleted and combined with Additions Page. All fines that were \$50.00 have been increase to \$100.00.

**ACC HANDBOOK PAGE REVISION LOG**

**November 16, 2015**

Removed A, B & C from Signage Section II Special Requirements. Changed D of Signage Section II Special Requirements and Section II Special Requirements to Section II Commercial Property. Renumbered pages to end of book.

**ACC HANDBOOK PAGE REVISION LOG**

**February 1, 2016**

Add Solar Power guidelines to handbook. Moved Irrigation guidelines from page 25 to page 18 and re-numbered pages for entire book.

**ACC HANDBOOK PAGE REVISION LOG**

**April 3, 2017**

Administration Page 1 – 1.01, Delete the sentence regarding "Routine repairs and maintenance projects are excluded from permitting."

Work Hours Page 3 – 4.04, changed to "Hours of work for job requiring permits: 7:00 am till 7:00 pm Monday through Saturday. NO WORK is allowed on Sunday or the following federal holidays: Thanksgiving, Christmas, New Year's Day, Memorial Day, 4<sup>th</sup> of July and Labor Day.

Add the words "or Survey" to the following: Page 5 Additions and New Construction B.1; Page 6 Approaches to Driveways B.1; Page 7 Attached Decks, patios and porches B.1; Page 8 Carports C.1; Page 10 Detached Buildings C.1; Page 11 Docks and Davits, Required Permit Submittal Data A; Page 12 Drainage Culverts, Required Permit Submittal Data A; Page 15 Fences E.1; Page 18 Irrigation Systems A.1; Page 20 Liquid Propane Gas C.1; Page 21 Retaining Walls D.1; Page 23 Site Pavement D.1; Page 25 Swimming Pools C.1

Administration Page 3 – 5.02, change the word issues to issued

Additions and New Construction - Page 5 B.6 add "Engineered drainage plan may be required by Lake Kiowa Public Works Department; D.4.A, Change to "Architectural or Dimensional Shingles"; E.1, Change to "Architectural or Dimensional Shingles"

Drainage Culverts Page 12 – Add to Requirements, E. "Concrete End Walls are Required on All Installations; Change the word long to longer in additional guidelines

Fences Page 15 – D.1 should read "All fences should be constructed with the 1) finished side out, 2) Not causing a line of sight problem for drivers

Retaining Walls Page 21 – Add E. Permit valid for 90 Days

Site Pavement Page 23 – Add F. Permit valid for 90 Days

Solar Power Page 24 – Add D. Permit valid for 90 Days

Swimming Pools Page 25 – B.4 Change to read "Above ground pools are no permitted regardless of height or depth. Small portable or temporary wading pools are allowed"; Add D. Permit is valid for 6 months

#### **ACC HANDBOOK PAGE REVISION LOG**

**June 19, 2017**

Landscaping Page 19 – Special Requirements, change 4 to 5 and change wording of 3 & 4

Swimming Pools, Hot Tubs and Spas Page 25 – Change wording of Special Requirements 5

#### **ACC HANDBOOK PAGE REVISION LOG**

**July 1, 2017**

Updated Fee Calculation Sheet

#### **ACC HANDBOOK PAGE REVISION LOG**

**October 12, 2017**

Added email address to the permit application.

Updated Fee Calculation Sheet

Added Greenhouses

Updated Architectural Control Permit for Office Use Only

Updated Final Review

Updated Certificate of Compliance

#### **ACC HANDBOOK PAGE REVISION LOG**

**November 13, 2017**

Updated Greenhouses

Updated Permit Application

#### **ACC HANDBOOK PAGE REVISION LOG**

**July 1, 2018**

Added Dumpsters, Roll-Offs and Portable Storage Units/Containers

Added Fire Pits, Exterior Fireplaces and Outdoor Kitchens

Added Silt Removal

Added Storm Shelter

Updated Permit Fee Calculation Sheet

Updated Requirements throughout entire ACC Handbook

**ACC HANDBOOK PAGE REVISION LOG**  
**October 15, 2018**

Updated the Citations and Fines