

APACHE SHORES PROPERTY OWNERS ASSOCIATION

CATEGORY III SMALL CONSTRUCTION PROJECTS

Permit Application Checklist

BLACK INK ONLY

**TO BE COMPLETED BY THE APPLICANT AND DELIVERED TO THE APACHE SHORE OFFICE
WITH APPLICATION FOR CONSTRUCTION PACKAGE**

**MUST BE COMPLETE AND ALL REQUIRED ITEMS MUST BE INCLUDED BEFORE THE
ARC WILL REVIEW YOUR APPLICATION**

**Two (2) copies of each required document. All Engineered Documents, (if applicable)
must be furnished, One (1) copy 24" x 36" and one (1) copy 11"x 14"**

Or

**One (1) copy of each required document plus an electronic version of all
documents including all Engineered Documents (if applicable), and One (1) copy
24"x36" of all Engineered Documents (if applicable) must be furnished**

OWNER NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

CONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

CONSTRUCTION ADDRESS: _____

All required Apache Shores documents can be found on the website, Apacheshorespoa.com or at
the Apache Shores office located at 14919 General Williamson.

PROPOSED CONSTRUCTION: (check all that apply)

- _____ Single-story auxiliary building, 200 - 400 sq ft, without utilities, 16 ft height limit from ground floor elevation. (carport, garage, storage) **NOT** for residential or commercial use.
Homeowner/Builder is responsible for additional permits (if applicable), inspections, and fees for any added utilities
- _____ Covered porch or covered deck 100 up to 400 sq ft. Homeowner /Builder is responsible for additional permits (if applicable), inspections, and fees for any added utilities.
- _____ Retaining Wall 48” or greater in height - Refer to Apache Shores Fence and Retaining Wall Policy and Guidelines
- _____ Enclosures of existing non-living spaces up to 400 sq. ft. with utilities that will not alter existing structure footprint (roof line and/or foundation) or add residential space.
Homeowner/Builder is responsible for additional permits (if applicable), inspections and fees for any added utilities
- _____ Uncovered porch, deck, or balcony up to 400 sq ft and 29 inches or greater above ground
- _____ Fence or Wall - Refer to Apache Shores Fence and Retaining Wall Policy and Guidelines
- _____ Open patio, driveway, sidewalk 400 sq ft or larger (concrete slab or other impervious cover)
- _____ Right of Way driveway approach - Travis County driveway permit and inspection are required. County permit must be submitted with application for ASPOA permit. ASPOA inspection fee and plan review fee will not apply.

CHECK ALL APPROPRIATE BOXES

Note: If the listed item is not required, in place of the checkmark indicate 'N/A'

(by applicant)	(by ASPOA)		
<u>ATTACHED</u>	<u>REC'D</u>	<u>DATE</u>	<u>ITEM</u>

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | ASPOA Application for Building Permit |
| _____ | _____ | _____ | Building & Construction Regulations & Requirements |

SITE PLAN – must include at a minimum

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | Valid survey showing all easements and building setbacks |
| _____ | _____ | _____ | Planned and all existing structures/additions/enlargements, driveways, patios to remain on property |

_____ Retaining walls and fences
 _____ Location of existing or planned septic field
 _____ Location of existing or planned utilities
 _____ (location where electric & water enter the lot)
 _____ Lot drainage flow

BUILDING PLANS – must conform to adopted IRC, must include at a minimum

_____ Materials and finishes
 _____ Engineered Foundation Plan
 _____ Retaining Wall Engineering Plans if over 48”
 _____ Builder’s specifications (Optional)

Travis County/City of Austin Permits:

_____ Travis County Basic Development Permit (If applicable)
 _____ Travis County Driveway Permit (If applicable)
 _____ City of Austin Permits for properties located in Limited Purpose ETJ
 _____ Any Additional Supporting documentation
 _____ Easement Release (If applicable)

PAYMENTS:

_____ \$ _____ ASPOA Administrative Fee (Due with application)
 _____ \$ _____ Plan Review (Due with application)
 _____ \$ _____ One inspection (Due with application)

DEPOSIT:

_____ \$ _____ Refundable Deposit (Due when permit is approved
 and prior to receiving ASPOA permit)

Applicant Signature

Date

ASPOA Designated Representative

Date

07/20/2011