

Instructions for Permit Request

1. The form must be completely filled out. This includes name, phone number and email address. Note: the permit number and permit fee will be filled in by the Permit department.
2. All documents listed on permit form must be included with the permit request form and sent in one email to info@keyranchpoa.com.
3. Your account must be current and all permit fees paid before the permit will be considered for approval. PAYING THE PERMIT FEE DOES NOT GIVE YOU APPROVAL.
4. On a new residence permit, once you apply and pay the permit fees then the permit department will give you approval to move forward with the form boards. You must then have a form board survey completed. The permit will not be fully approved until the form board survey is approved by the permit department. Please note if you are building a detached garage, carport, fence, deck, porch, storage building or shed it will only be one permit and fee if all are completed at the same time. Please note the permit will expire 12 months from approval.
5. The property owner and contractor (if applicable) agree to abide by all the Rules and Regulations, and By-Laws of Key Ranch Estates POA. And both must initial and sign page 2 of the permit form. All our Rules & Regulations, By-Laws and Deed Restrictions can be found on our website at keyranchpoa.com.
6. Please read the permit form carefully. If you have any questions about the form or our guidelines, please send an email and we will answer any questions you may have.

KEY RANCH ESTATES POA BUILDING PERMIT REQUEST – revised 02/2026

Property Owner’s Name: _____ Permit# _____ \$ _____
(ASSIGNED BY POA)

Key Ranch Estates LOT # _____ Physical address _____

Home Phone _____ Cell _____ Email _____

Start Date: _____ Projected Completion Date: _____

Contractor Name _____ Cell _____

Type of Permit:

New Residence/Addition (\$.50 cents per SF of Living Space) SF _____ Stories: _____

Garage/Storage Building Over 200 SF (\$0.25 per SF) SF _____ Deck (\$100.00) _____ Porch (\$50.00) _____

Shed/Storage Building 200 SF or less (\$50.00) _____ Driveway (\$50) _____ Fence (\$50) _____ Carport(\$50.00) _____

(If this is a new permit you can list everything being built on one permit)

ALL permit applications require the following items: This form must be filled out completely, or it will not be excepted: NO EXCEPTIONS!

_____ Copy of current survey showing all easements, right of ways, lot numbers and address.

_____ Scaled site plan with all building lines, property corners, and distance between the structure and building line in all directions.

All fences must be in accordance with the rules and regulations.

Fence materials to be used _____

New Residences, Additions, Storage Buildings and Garages will also require (if applicable):

_____ A full set of dimensioned construction drawings to scale, including footprint and exterior elevations.

_____ A list of exterior building materials. Exterior Materials _____

Square footage of living area. _____.

_____ Form Board Survey by a licensed surveyor must be submitted and approved prior to pouring slab and prior to final approval of permit application. Any other Structures _____

Any changes to the drawings or scope of work must be re-submitted to the POA Building Permits/Deed Restrictions Director for approval. Non-compliance with any of the above could result in removal of construction at the owner’s expense.

A complete copy of the deed restrictions and Rules and Regulations can be found on the www.keyranchpoa.com website and are on file with the County Clerk of Henderson County, Texas.

Permit fees must be paid prior to the review of any permit. All permit applications must be submitted as a complete package including permit request form, survey, site plan and drawings. **Incomplete packages will not be reviewed.** Nonconforming permit applications must be resubmitted as a complete package including the items above. Starting with the second resubmittal a fee of 25% of the original permit cost will be charged for each resubmittal. Additional fee must be paid in advance of any review.

Key Ranch Estates Building Construction Rules / Regulations Trash

Cleanup:

Must have a dumpster/trash bin on site and trash must be picked up daily. Trash shall be hauled off once per week or as needed to prevent trash containers from overflowing onto the property. Putting trash on other people's property, burning trash or debris, disposal of chemicals or hazardous materials is not permitted. Discarding wood, trees, limbs, chunks of concrete or any other construction debris onto other people's property, parks, or vacant lots is a violation of our deed restrictions and property owners will be held responsible. All concrete trucks are to be washed out on the property they delivered the concrete to. Violating this rule will result in a fine to be decided by the board and charged to the property owner.

Noise:

Construction noise and loud music shall be kept to a minimum in respect to all the current Key Ranch Estates residents, especially on Saturdays, Sundays and on Holiday weekends.

Trespassing:

Key Ranch Estates parks, other people's property, or vacant lots are NOT to be used to take breaks, storage of any materials, trash, equipment, vehicle parking, etc. No use of other people's water, electricity, or other utilities will be permitted. Henderson County Sheriff's office will be contacted about any violations of any property surrounding the permitted property.

Destruction or Altering of Others Property or Parks:

No other people's property or parks will be disturbed by digging up grass or landscaping; over spraying of paint or other construction materials; dust from construction activities affecting others; blocking access or drainage of properties.

Signage:

Contractor/Owner shall post signage that include : Address of House, Name and Contact information of Contractor/Owner.

PERMIT APPLICATION WITH ALL DOCUMENTS MUST BE SENT IN ONE EMAIL OR THEY WILL NOT BE ACCEPTED. Send email to info@keyranchpoa.com.

_____ The Permit will become void if any information submitted in application is found to be incorrect or (initial) not all inclusive.

_____ By submitting this application, the applicant warrants that they have read and understand the (initial) conditions as set forth in the Key Ranch Estates Subdivision By-Laws, Deed Restrictions dated February 1981, and Rules and Regulations and warrants the proposed structure or improvements are in compliance with all applicable rules and restrictions. Issuance of a permit by the POA does not relieve the applicant from adherence to the requirements referenced above. No permits will be reviewed or issued until all dues and fees have been paid in full.

_____ Permit Expires in 12 Months from Approval Date. Not following the rules of this permit will result in (initial) fines being charged to the owner of the property. Construction must start 90 days after approval date . The exterior must be completed within 120 days of the start of construction.

Property Owner Signature (must be the property owner) No Typed Signatures

Date Signed

Contractors Signature

Date

Approved by Key Ranch Estates POA

Date Approved

