

KEY RANCH ESTATES POA BUILDING PERMIT REQUEST – revised 11/2024

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 # _____

New Residence/Addition permit request.

New Residence/Addition (\$.50 cents per SF) 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) _____

ALL permit applications require the following items:

_____ 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.

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. _____. _____ Proposed fencing type. _____
_____ Form Board Survey by a licensed surveyor must be submitted and approved prior to pouring slab
Any other structures _____

No residence shall be located on any property nearer than 20 feet to the front build line nor nearer than 7 feet to the side or back property line of any lot, or 25 feet from the 325-foot contour line of the lakefront, and no out-building shall be constructed nearer than 40 feet to the front property line nor nearer than 7 feet to the side or back property line. It is the responsibility of the property owner to provide all of the information required to approve the permit and confirm its accuracy. The property owner must confirm all access and easements are shown on the permit drawings as well as the Elevation 325 line for waterfront lots. Interior lot owners will not be allowed to build in the rear 10-foot access easement, as shown on the Henderson County Plat.

No more than one single family building, not to exceed 2 stories, shall be erected on any residential lot and each such residence shall contain not less than 1,000 square feet of conditioned living area or floor space, excluding porches, decks, and attached garage.

No fence, wall, hedge, or mass planting shall be permitted to extend beyond the minimum setback line established herein except upon approval by Key Development and Investment, Inc.

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

A complete copy of the deed restrictions 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 of 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 owner 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 possible fine to the property owner.

Noise:

Construction activities are permitted only between the hours of 7:00 a.m. and 7:00 p.m. on weekdays and Saturdays, and between 10:00 a.m. and 6:00 p.m. on Sundays and legal holidays. Any construction activity outside of these hours may require a special permit or variance. For a variance, please send email to Building Permits Specialist a minimum of 48 hours in advance to genepaulcooper@gmail.com

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 for 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 will become void if any information submitted in application is found to be incorrect or not all inclusive.

Performing work without obtaining an approved permit will be subject to a fine to be determined by the board.

By submitting this application, the applicant warrants they have read and understand the conditions as set forth in the Key Ranch Estates Subdivision Deed Restrictions dated February 1981 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.

Permit Expires in 12 Months from Approval Date. Not following the rules of this permit will result in fines being charged to the owner of the property.

Property Owner Signature (must be property owner)

Date Signed

Approved by Key Ranch Estates POA

Date Approved