

Small Project Plan Review Application – Form 3

To be completed by Property Owner. A Small Project is one that includes addition of footprint to existing home site such as decks, carports, storage buildings, gazebos; concrete, asphalt or stone drives, walks, patios or bulkhead caps; bulkhead replacement; fences; and/or change in color or material on exterior of structure.

Submit completed form to the Community Manager via email at capepoa@eastex.net or mail/deliver to #6 Sales Drive, Coldspring, TX 77331. Applications must be approved by the ACC. Depending on the scope of the project it may be approved out of committee or may be required to be reviewed at ACC meeting, which takes place on the 1st and 3rd Thursday of the month. The Community Manager will keep the Property Owner informed on the progress of the application.

Property Owner Name: _____

Cape 911 Address: _____

Property Owner Phone: _____ Email: _____

Legal ID Section/Block/Lot(s): _____

Contractor: _____ Phone: _____

Project Start Date: _____ Completion Date: _____

Project Description: _____

Exterior Materials: _____

Exterior Color Scheme: _____

Attach survey of plat showing set-back lines, utility easements, and drainage easements and where the project will be located on the property.

Attach paint samples, pictures of materials to be used, and drawing or picture depicting what finished project will look like.

Special Permits or Approvals required prior to ACC review (check those that apply):

Bulkhead, Boathouse, Piers -require TRA permit and possibly Corp of Engineers

New structures, additions and driveways – require Cape Royale Utility District approval

All projects in the Reserves I or Reserves II section must be approved by that section’s ACC prior to Cape Royale ACC review

Tree Removal (check if tree removal is required)

If live tree removal is required because of this project trees must be marked for review by the ACC prior to removal. Make arrangements with the Community Manager for this inspection to take place.

All POA Assessment Fees are paid. Community Manager Initial _____

I certify that all information submitted on this form is accurate and if found to be inaccurate permit can be rescinded. I have read the most current Construction Information Manual (CIM) posted at www.caperoyale.org and assure that all activities associated with this project will comply with the CIM and deed restrictions for the section in which this property is located.

Property Owner Signature _____ Date _____

Contractor Signature _____ Date _____

Small Construction Project Fee Worksheet – Form 4

- 1. ACC Plan Review Fee **\$25.00**
- 2. Road Maintenance Fee \$_____ (non-refundable)
These monies are used to maintain our access roads that suffer from the heavy construction traffic traveling to and from new projects.
- 3. Builder’s Location Protection Deposit
These monies are used to protect roads and ditches at project location and adjacent property sites. Final inspection for damage will include immediate roads at project property, drainage, culvert & driveway, site cleanup, and adjacent property.
 - a. \$500 – Project requires deliveries of materials or work to be executed by trucks and/or heavy equipment larger than a pickup truck.
 - b. \$250 – Project requires work to be executed using equipment the size of a pickup truck or smaller.
- 4. Cape Royale Maintenance Fees **must** be current prior to plan approval.

Fees Paid -or- Amount Due \$_____

- 5. Fees and deposits to be paid by check or money order to Cape Royale Property Owners Association “CRPOA”.

POA Office Use Only

ACC Approval Date _____

Property Owner Name: _____

Legal Property ID: _____

Payment Amount Total #1 _____ #2 _____ #3 _____ #4 _____ =

Total Payment \$_____

Check submitted by: _____ Check # _____

Check submitted by: _____ Check # _____

Final Inspection date: _____ Refund amount due: \$_____



ACC Construction Information Manual Forms

Form No. 5 Fee Worksheet

Road Maintenance Fee Calculation

(For use by Property Owner and Community Manager in Fee Calculations)

MAJOR PROJECTS

Description	Fee	Footage	Total
Residential construction: Based on total floor space in the proposed project - including garages	\$1.50 per sq. ft.		
PLUS			
Porches, Decks, etc.	\$ 1.00 per sq. ft.		
New Bulkheads	\$ 4.00 per linear foot		
Boathouses, piers & docks:	\$ 1.00 per sq. ft.		
Well installation (not including well house)	\$ 240.00 set fee		
Swimming Pools	\$ 1.50 per sq. ft.		
	Total Major Project Fee:		

SMALL PROJECTS

Separate covered decks, carports, small storage buildings, gazebos, home/ garage additions	\$ 1.00 per sq. ft.		
Concrete, asphalt or stone drives, walks, patios, bulkhead caps:	\$ 35.00 per truck		
Bulkhead replacement	\$ 4.00 per linear foot		
Exterior siding, fences:	\$ 75.00 set fee		
	Total Small Project Fee:		

MAINTENANCE PROJECTS

A truck fee of \$35.00 may be applicable. Truck fee is charged for any deliveries to the Cape larger than a pickup and large equipment entrance.

(*) For all material deliveries where the road maintenance fee is based on a charge per truck load, the supplier trucks are required to provide a copy of the delivery ticket at the guard gate. That ticket shall include the location of the project, name of the property owner, name of the contractor and brief description of the material being delivered.

ACC Inspection Process

This document highlights many of the items enumerated in the Construction Information Manual. It does not relieve the Property Owner or Contractor of thoroughly reading and understanding the requirements outlined in the manual.

1. Site Inspections
 - a. Stake the locations of the Surveyor’s corner pins and flag for inspection.
 - b. Easements crossing the property shall also be flagged for inspection.
2. Periodic Inspections – these shall be made at the discretion of the ACC to ensure compliance of all requirements controlled by the deed restrictions and documents contained in the Construction information Manual.
3. Final Inspection – the ACC shall make a final inspection of the exterior conditions of the project at the completion to ensure compliance with the application and the deed restrictions covering the construction of the project.
4. Red Tag
 - a. If for any reason a project is deemed at any time not to comply with ACC construction regulations a “red tag” will be placed at the site; an attempt to contact the property owner verbally will be made and a notice in writing shall be sent to the property owner stating non-compliance.
 - b. This tag shall require cessation of construction until the item(s) listed on the tag are complied with and the ACC has approved the continuation of construction.
 - c. The appropriate fine will be levied and must be paid before work can be resumed.
5. Other inspections that may be required by other entities, such as Cape Royale Utility District (CRUD), Trinity River Authority (TRA) or any other authorities are the responsibility of the Property Owner.
6. Failure to comply with the above inspections may result in legal action.

By signing below, Property Owner authorizes the ACC or its agent(s) to enter upon and inspect the property and exterior of the structure thereon during regular business hours to ascertain whether said property and exterior of the structure thereon comply with deed restrictions, as well as the approved plans and specifications. Neither the ACC nor its agent(s) shall be deemed to have committed a trespass by reason of such entry or inspection.

The Property Owner agrees and understands that approval of plans and specifications by the ACC shall not be relied upon by any person or entity as to the sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements. The ACC’s only objective is to determine compliance of the applicable deed restrictions.

Neither the Acc, the Cape Royale Property Owner’s Association, nor any of their respective members, officers and/or directors shall be liable because of the approval and/or non-approval of any improvement.

Owner’s Signature: _____ Date: _____

Builder’s Signature: _____ Date: _____



ACC Construction Information Manual Form

FORM NO. 8

Request for Final Inspection and Deposit Refund

DATE: _____

PROPERTY OWNER _____ BUILDER _____

PHYSICAL ADDRESS: _____

LEGAL DESCRIPTION: _____

PROJECT: _____

COMMENTS: _____

TO BE COMPLETED BY ACC COMMITTEE:

Project completion shall include the following:

Water, Sewer and Electrical service must be functional

Removal of all of the following items:

- Temporary power pole
- Portable toilets
- Construction fence
- Trash receptacle
- All building materials, construction tools and scraps
- Construction vehicles including trailers
- Dead trees and branches
- Piles of fill dirt and brush

COMMENTS: _____

DATE INSPECTED: _____ BY: _____