

## **Cape Carancahua Property Owners' Association**

# **PROCEDURE TO ACQUIRE A PERMIT**

No permit will be issued to any property owner who is currently in violation of Cape Carancahua policies or Deed Restrictions.

Any and all new construction, as well as exterior modifications to existing structures, fences, driveways, culverts, electrical (AEP) hook-ups, septic systems and so forth must be permitted by the Architectural Control Committee and confirmed by the Board of Directors.

A Construction Permit Application package for the desired construction must be submitted to the Cape Carancahua POA Office no later than 72 hours in advance of a meeting of the Architectural Control Committee. The Construction Permit Application package **must** include the property lot number, 9-1-1 address and the name and mailing address of the property owner(s). It must be accompanied by the required fee and either a stamped survey plat or a scaled unofficial drawing (see each "Requirement" for the plat type required) with dimensions showing the property lines and easements, specifications, and details about proposed construction, and any and all fences, structures, culverts, and septic systems. If sufficient information is not included, or if the Application Package is not complete, the application will not be considered by the Architectural Control Committee. This may cause delays in starting the construction.

An approved culvert must be in place before **any** other construction is begun.

No materials may be brought into the Cape, nor construction started, until the permit application has been approved. Property owner must agree that if any construction is begun without a valid permit having been issued and conspicuously displayed on the property, non-compliance fees will be assessed and the matter may be turned over to the CCPOA attorney for legal remedy and that the property owner will be liable for attorney fees, court costs, and other applicable fees. Property owner agrees to grant reasonable access to the property by members of the ACC and CCPOA Board of Directors to determine compliance and progress until such time as the project is completed.

**DO NOT, UNDER ANY CIRCUMSTANCES,  
BEGIN ANY CONSTRUCTION WITHOUT AN APPROVED PERMIT**