



## Permit Checklist

### Carports, Awnings, RV Covers

The ACC will not consider your application unless all items below are completed and included in your application. Please read and complete all items in the package. Be sure that the completed application package is received by the TCPPOA Office at least 48 hours prior to the ACC meeting. Meetings will be held every 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of the month.

- Completed, signed Construction Application Permit form
- Plat showing property lines, easements, improvements, and the location of the proposed construction
- One copy of any construction plans
- Floodplain Determination Letter of Exemption issued by Jackson County
- Development Permit issued by Jackson County (if applicable)
- Materials; specifications and details
- Signed, dated Carports and Awnings Requirements form
- Permit Fee \$125.00
- New OSSF if structures encroach on septic spray field, drip area, drain field, etc. (if applicable)

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Signature

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Date

# **Tri-County Point Property Owners' Association**

## **Carport and Awning Requirements**

Please read, sign, and attach to the Construction Permit Application

No materials to be used in construction thereof shall be allowed to remain on a lot for more than 30 days prior to construction or after completion of construction, nor construction started until the permit application has been approved. I 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 TCPPOA attorney for legal remedy and that I will be liable for attorney fees, court costs, and other applicable fees. I hereby grant reasonable access to my property by members of the ACC to determine compliance and progress until such time as the project is completed.

Carports and Awnings are permitted only on the lot of the associated residence or on an adjoining lot owned by the owner of the residence. The lots must be contiguous. This does not include lots that are separated by a street, or lots separated from the residence by a lot, or lots not owned by the owner of the associated residence.

A permit application for a carport and awning must be submitted with the following information:

1. Jackson County Development Permit and Floodplain Determination
2. Plat showing:
  - Lot dimensions
  - Lot number and 911 address
  - Property lines and setbacks
  - Location of the proposed structure
  - Location of the water meter and line
  - Location of the septic system and drain field or sprinkler heads (if applicable)
  - Location of any existing improvements
3. One copy of the actual construction plans and specifications, including
  - Details of the foundation to be used, including hole depth for posts
  - Specifications of all exterior materials and siding
  - Specifications of roof design and material

### **General Conditions for Carports and Awnings**

1. In accordance with the Deed Restrictions, all construction must be of new material. No sheet metal or metal panels will be used unless the panels have factory applied paint or anodizing and are approved by the TCPPOA
2. All construction of outside walls, steps, and driveways must be completed within 180 days after the permit is issued. The ground must be leveled, and all constructions material removed.

3. No building shall be located less than five feet from any side lot line, less than fifteen feet from any rear lot line, or less than forty feet from any front lot line in Sections 3-8 & no less than twenty feet from any rear lot line, twenty feet from any side lot line & forty feet from any front lot line in Sections 1 & 2.

**The two options are attached carports and detached carports.**

a. An attached carport should be of the same design and appearance as the house on which it is attached. The materials of construction should be consistent with materials of construction used in the house. The size should be determined using accepted standards for carports adequate in size to park standard sized vehicles but in no instance be larger than 600 square feet.

b. A detached carport is a standalone structure that is not in any way attached to the existing house. It may be constructed of the same materials of construction as those used in the house. It may also be constructed of dissimilar materials such as metal. The size should be determined using accepted standards for carports adequate in size to park standard sized vehicles but in no instance be larger than 600 square feet.

**Requirements for Metal Carports include following.**

a. Columns are to be a minimum 3-inch diameter tubular steel. If buried, they need to be buried to a minimum depth of 4 feet and encased in concrete. If attached to a concrete slab, they must be bolted with appropriate bolts and anchors to the underlying slab.

b. Roof and walls should be constructed with minimum 26-gauge steel, galvanized, or painted with factory applied paint or anodizing.

c. Design plans for the structure must be signed and stamped by a Texas Professional Engineer showing approval of the building for Texas coastal areas. An original copy of the plans with signature and stamp must be provided with the permit request.

d. Exception is pre-engineered carports certified to withstand winds of 135 mph or greater are exempt from the 26-gauge steel requirement.

**Requirements for Wood Carports include the following:**

a. Posts or piling must be treated material. Burial and attachment to be the same as required for metal carports.

b. Roof material can be composition shingles or 26-gauge steel as described above.

c. Walls will be painted or stained consistent with the type of material used.

**Size Requirements for Awnings**

Awnings will be considered on an individual basis as submitted by the property owner. Design, size, shape, and materials of construction should be consistent with the existing structure it will become an integral part of.

**PROVISIONS**

If ownership of the associated residence is transferred, but ownership of the lot with the proposed structure is not transferred, the proposed structure will be removed at the sole expense of the property owner and the lot(s) will be returned to a natural state. If the residence on the property is torn down or removed, the proposed structure will be removed at the sole expense of the property owner and the lot(s) will be returned to a natural state. By signing below, I

agree to comply with the above requirements, as well as any added conditions set forth in the Construction Application Permit package. A sanitary facility must be provided for workers if the project extends over multiple days. Any construction debris must be contained in a covered trash receptacle. The TCPPOA and ACC are responsible only for ascertaining that our building restrictions are met. TCPPOA and ACC make no warranty, implied or otherwise, regarding structural/design strengths.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Section & Lot(s) #

\_\_\_\_\_  
9-1-1 Street Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACC Initials

\_\_\_\_\_  
Date Received

# CONSTRUCTION PERMIT APPLICATION

Tri-County Point POA  
14 County Road 480  
Palacios, Texas 77465

Phone: 361-972-3998 Email: [ARC@tricountypoa.com](mailto:ARC@tricountypoa.com)

To be completed by the property owner or designee. Completed Construction Permit Application packages must be submitted at the TCPPOA Office no less than 48 hours prior to the ACC meeting at which they will be considered. Meeting will be held every 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of each month.

**Applications WILL NOT be reviewed without a Jackson County Flood Plain Determination. Failure to provide one will delay any possible approvals.**

## Check All That Apply

- New Home Build \$125.00     Manufactured Home \$125.00     Storage Building \$125.00     RV \$125.00
- Carport/RV Cover/Awnings \$125.00     Variance \$75.00     Improvement/Addition \$50.00     Fence \$25.00
- Culvert \$50.00     Permit Extension \$25.00

Property Owner(s) \_\_\_\_\_

Sec # \_\_\_\_\_ Lot(s) # \_\_\_\_\_

9-1-1 Address: \_\_\_\_\_

(Contact Golden Crescent Regional Planning Commission, 911 Department at 877- 917-3911 or 361-578-1587 to obtain your 911 address. The ACC will not review your permit application without this information.)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Check box if you wish to opt in for text communication

Email address: \_\_\_\_\_

Proposed Construction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the improvements to be made and attach detailed plans and specifications, a plat plan & a list of materials, including samples of paint, siding and/or brick color. If more room required, attach a separate page.

New home or addition square footage: \_\_\_\_\_ Approx. start date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

RV, Travel Trailer, Motorhome detailed description:

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Do not forget to include photos of all four sides of unit

As a Member of the Association in good standing and current on all dues, fees, and obligations, I hereby apply for a Construction Permit from the Tri-County Point POA Architectural Control Committee. I hereby state that I have read and am familiar with the Deed Restrictions of the subdivision and agree to abide by all requirements as set forth in the Restrictions, Conditions and Covenants of Tri-County Point POA and the requirements and policies promulgated by the TCPPOA Architectural Controls Committee.

I understand that I am responsible for any construction debris, and I have informed my contractor he is to keep such debris, and any of his equipment, off any property not owned by me. I understand that I am responsible for damages to the property of others or to TCPPOA property or ditches and rights-of-way caused by my contractor. A suitable trash receptacle and sanitary station are required to be on all construction sites.

If I do not abide by the Deed Restrictions, and if corrective action is not taken when requested, I understand and agree that I will be assessed non-compliance fees for each infraction and will be responsible for all attorney fees, court costs, and other damages and expenses incurred by TCPPOA that may be necessary to enforce compliance; & may be subject to this permit being revoked & all work halted until violation is corrected & resubmitted to the ACC for approval.

The Architectural Control Committee reserves the right to approve or disapprove the following, per the Deed Restrictions.

Article 2.1 subsections (a & b)

Article 2.2. subsections (a-f) for new home construction

Article 2.3 subsections (a-f) mobile homes

Article 2.4 subsections (k) culvert requirements prior to lot use, (m) detached building requirements

I understand that I am responsible for all required permits from County, State, or Federal agencies and I agree to furnish copies of these permits to the TCPPOA Office.

In the event that I cover my culvert or water line, I understand that I am solely responsible for all replacement and repairs should it become necessary for TCPPOA to remove the covering and that they are not responsible for any damages to culverts or grounds. I am responsible for all costs incurred.

**All Construction Permit Fees Must be Attached**

**CONSTRUCTION MUST BE COMPLETED WITHIN 180 DAYS OF APPROVED START DATE**

I agree that if any construction is begun without an approved permit having been issued and placed conspicuously 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 I am fully liable for all attorney fees, court costs, and any other applicable fees. I hereby grant reasonable access to my property by members of the Architectural Control Committee for progress assessment until the project is completed. Construction must be completed as approved. Any changes in the approved application must be submitted for approval prior to construction.

\_\_\_\_\_

\_\_\_\_\_

Signature of Property Owner(s)

Date

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**This section to be completed by members of the Architectural Controls Committee**

ACC \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

ACC \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

ACC \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The TCPPOA Architectural Controls Committee is responsible only for ascertaining that our building restrictions are met. We make no warranty (implied or otherwise) concerning structural or design strengths.

**Back of Lot**

Outline of Lot



**Side of Lot**



**Side of Lot**



**Front of Lot**