



Eagle Point on Lake Cypress Springs

Architectural Control Committee Application Building Permit (REV 03.31.2025)

**Note: Majority of Permits (*) are for 90 days commencement to completion.
(Unless Otherwise Determined)**

EPPOA Permit #: _____

Date: _____

Date Received: _____

Owner: _____

Lot / Phase: _____

Property Address: _____

Mailing Address: _____

REQUIRED DOCUMENTS: ALL NEW / REMODEL / LANDSCAPE / HARDSCAPE / ROOFING IMPROVEMENT PROJECTS:

- **OWNER TO PROVIDE (OTP)** WRITTEN NARRATIVE "SCOPE OF WORK" / PROJECT SPECIFICATIONS IDENTIFYING; MATERIALS AND ALL TRADES. (AS WELL, SEE FOLLOWING PAGES)
- **OTP** TO PROVIDE SCHEDULE OF PROJECT – START, DURATION AND ANTICIPATED COMPLETION DATE.
- **OTP** SCHEDULE OF SQUARE FOOTAGE - FOUNDATION, UNDER ROOF HABITABLE, UNDER ROOF PORCHES, GARAGE AND OTHER ENCLOSED STRUCTURES
- **OTP** PREPARED DRAWINGS / TO INCLUDE – SITE PLAN, FLOOR PLANS, (4) N,S,E,W EXTERIOR ELEVATIONS, - ROOF PLAN, - DRAINAGE CONSIDERATIONS TO BE SUBMITTED WITH PERMIT.
- **OTP** REASONABLE SIZE DOCUMENTS (11 X 17 PREFERRED) WITH SCALES REFERENCED AND ALL APPROPRIATE DIMENSIONS INCLUDING EASEMENTS AND PROPERTY SETBACKS. (FOUNDATION, FLOOR PLANS, AND ELEVATIONS TO A LEVEL OF DETAIL AND SCALE THAT VERIFY SQ FT OF PROJECT)
- **OTP** CONCRETE FOUNDATIONS, DRIVES AND FLATWORK PROJECTS WILL REQUIRE AN ITEMIZED TAKE OFF OF CONCRETE QUANTITY (CU YARDS) AND LOAD QTY OF 6 YARD TRUCKS FOR DELIVERY OF SAME.

PROJECT TYPE:

<u>Qty</u>	<u>Description</u>
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___	New Construction // Addition / Remodel
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___	Boat House(New) / Raze & Replace / Dredge
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___	Retaining Wall / Dredge
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___	Landscape / Hardscape / Pool
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___	Driveway(New) / Resurface
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___	Deck
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___	Roof(New) / Resurface
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___	Exterior Paint
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___	Miscellaneous Scope / Description
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**Architectural Control Committee
Brent Gardner / 214.392.6265
Email: brentgardnerrealtor@gmail.com**



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PROJECT SPECIFICATIONS:

NEW CONSTRUCTION: HOME / ADDITION _____

REMODEL: EXISTING HOME / STRUCTURE _____

START DATE: _____ DURATION: _____ COMPLETE DATE _____

SLAB / PIER AND BEAM : _____

ROOF / MATERIAL : _____

SIDING / MATERIALS – IDENTIFY ALL : _____

- | | | | | |
|-------------------------|-------|-------|----------|-------|
| • FOUNDATION (CONC) | SQ FT | _____ | CU YARDS | _____ |
| • FLAT WORK (CONC) | SQ FT | _____ | CU YARDS | _____ |
| • 1 ST FLOOR | SQ FT | _____ | | |
| • 2 ND FLOOR | SQ FT | _____ | | |
| • ROOF | SQ FT | _____ | | |
| • PORCHES / DECKS | SQ FT | _____ | | |

CONTRACTOR / PHONE: _____

SUBCONTRACTORS / PHONE: _____

BOATHOUSE / RETAINING WALL / DREDGE

START DATE: _____ DURATION: _____ COMPLETE DATE _____

- | | | | | |
|--------------------|-------|-------|----------|-------|
| • BOAT HOUSE | SQ FT | _____ | MATERIAL | _____ |
| • RETAINING WALL | LN FT | _____ | MATERIAL | _____ |
| • MISC STRUCTURE | SQ FT | _____ | MATERIAL | _____ |
| • CONSTRUCT | NEW | _____ | TEARDOWN | _____ |
| • DREDGE / REMOVAL | | | CU YARDS | _____ |
| • OTHER | | | | |

CONTRACTOR / PHONE: _____

SUBCONTRACTORS / PHONE: _____



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LANDSCAPE / HARDSCAPE / POOL

START DATE: _____ DURATION: _____ COMPLETE DATE _____

- | | | |
|---------------------|--------------|----------------|
| • POOL: | SQ FT: _____ | CU YARDS _____ |
| • ROCK / FLAT WORK: | SQ FT: _____ | CU YARDS _____ |
| • DRIVEWAY: | SQ FT: _____ | CU YARDS _____ |
| • DECK: | SQ FT: _____ | CU YARDS _____ |
| • SOD INSTALL | SQ FT: _____ | PALLET _____ |
| • MISC / TREE: | DESC: _____ | QTY: _____ |

CONTRACTOR / PHONE: _____

SUBCONTRACTORS / PHONE: _____

ROOF REPLACEMENT:

START DATE: _____ DURATION: _____ COMPLETE DATE _____

ROOFING / MATERIALS – IDENTIFY SCOPE AND TYPE ALL:

- ROOF: SQ FT: _____
- ROOF MATERIAL: COMPOSITE _____ METAL _____ TILE _____ COLOR _____
- TEAR OFF AND REMOVAL OF EXISTING : Y _____ N _____
- GUTTERS : Y _____ N _____

CONTRACTOR / PHONE: _____

EXTERIOR PAINT:

START DATE: _____ DURATION: _____ COMPLETE DATE _____

PAINT/STAIN / MATERIALS – IDENTIFY SCOPE OF WORK AND **COLOR** FOR ALL:

OWNER NARRATIVE OF SCOPE: _____

- PAINT PRIMARY COLOR : BRAND _____ COLOR # _____
- PAINT SECONDARY COLOR: BRAND _____ COLOR # _____
- PAINT STAIN COLOR: BRAND _____ COLOR # _____

CONTRACTOR / PHONE: _____



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MISCELLANEOUS:

START DATE: _____ DURATION: _____ COMPLETE DATE _____

IDENTIFY SCOPE OF WORK FOR ALL:

OWNER NARRATIVE OF SCOPE: _____



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Architectural Requirements – Permit Process

Before construction commences the **homeowner** must be granted approval to proceed from the Architectural Control Committee. The **homeowner** must supply the following information to the Architectural Control Chairman **30 days prior to construction.**

A completed EPPOA Permit Application provided to the ACC chairman, preferably by email.

A complete copy of the written permit approval from the **Franklin County Water District** when applicable.

For new construction projects documentation must include:

- (1) set of plans for the construction.
- Plans to clearly show scaled floor plans, properly dimensioned with living, porch and deck areas addressed.
- All building elevations, to scale and dimensioned to depict all roof lines, pitch and eaves and overall building heights identified. Square footage of improvements to be provided on drawings.
- A current plot of the property showing placement of the proposed construction. This placement must show a scaled representation of all structures, locations, setbacks and appropriate dimensions represented.
- Copy of approved septic system design when applicable.
- Defined scope of work for all concrete paving and flatwork, firepits and river rock drainage basins.
- Defined scope of work for landscape and associated items defined on the permit application.

Homeowner consideration should be given such that construction and improvements will blend with the aesthetics of the neighborhood. Tree removal to facilitate improvements will be kept to a minimum.

Fence locations and property boundaries need to be identified on a current survey for approval with setbacks and property lines clearly identified. If holding the fence tight to property line, adjoining neighbors should be consulted for approval of location prior to EPPOA ACC approval and work commencement.

Grade changes altering existing grade such that drainage is redirected to neighbor's property will not be allowed. Improvements must provide adequate drainage and directional control of the watershed to migrate surface water away from adjacent properties.

Blockage of view must be considered with all improvements that block or restrict others lakeview and encroach on define property lines. Being neighbor friendly is key and discussion with adjacent neighbors should be initiated to pursue an agreeable location and direction moving forward with EPPOA ACC approval.

Homeowner steps to take to achieve a timely approval and permit.

1. Contact me; Brent Gardner / brentgardnerrealtor@gmail.com / 214-392-6265 and I will be happy to meet / discuss or help with what is needed and attempt to answer your questions.
2. Use the EPPOA permit application to start the process and help walk through the necessary requirements for a speedy and easy approval for your permit.
3. With the owner application, required documents, and information identified above, a permit can be issued without delay and in a reasonable timeframe. Note, the process of improvements needing a permit start well in advance of the day before a contractor showing up to initiate work.
4. What creates delays is the lack of information and documentation that give an accurate "scope of work" to be performed, contractors involved, duration of constructions and visual understanding and appreciation of the project.

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EPPOA Permit Required:

- All owner elected improvements being performed by outside contractors
- All projects where FCWD (Franklin County Water District) requires a EPPOA permit is required.
- Concrete / Asphalt projects and trucked and others w/ dumped materials, rock, gravel, mulch, soil.
- Tree removal requires permit - owner to inquire with ACC.
- Permit application lists most conditions – if unsure please inquire and discuss your project.

EPPOA Permit Exemptions:

- Common maintenance / service for HVAC, Electrical, Plumbing, Septic, Carpet Cleaning etc., single day service / maintenance requests.
- Interior Paint / Remodel not exceeding 1 week duration **exempt** of trucked and dropped materials.
- Landscape projects not exceeding 1 week duration and **exempt** of trucked and dumped materials, rock, gravel, mulch, sod and soil
- Consumer Deliveries, Local & Freight

HOMEOWNERS KEY TAKEAWAYS - PLEASE NOTE:

- ALL NEW CONSTRUCTION AND REMODEL IMPROVEMENTS ARE SUBJECT TO THE REQUIREMENT OF EPPOA PERMITTING. FYI - IF AN **OUTSIDE CONTRACTOR** IS REQUIRED TO PERFORM THE WORK, A PERMIT IS REQUIRED.
- THE **APPROVAL PROCESS** CAN BE TIMELY AND TAKE A 3 - 5 DAYS BASED UPON COMPLETE INFORMATION BEING PROVIDED BY THE **HOMEOWNER** WITH THE PERMIT APPLICATION ... OR A FEW WEEKS IF APPLICATIONS AND DOCUMENTS PROVIDED DO NOT MEET THE REQUIREMENTS SPECIFIED ABOVE FOR A TIMELY REVIEW AND APPROVAL.
- IT IS THE RESPONSIBILITY OF THE **HOMEOWNER**; TO PROVIDE THE REQUIRED DOCUMENTS FOR APPROVAL; EMAIL to ACC brentgardnerrealtor@gmail.com or MAIL TO **EPPOA PO BOX 543, MT VERNON, TX 75457**, AND ACQUIRE THE **PERMIT APPROVAL PRIOR** TO COMMENCEMENT OF THE PROJECT IN A TIMELY FASHION.
- IT IS NOT THE RESPONSIBILITY OF THE TRADE CONTRACTOR TO SUBMIT OR BE GRANTED THE PERMIT – IT'S THE OWNER
- THE **EPPOA ACC** IS NOT RESPONSIBLE FOR DELAYS OF SCHEDULE OR DELAYED START AS A RESULT OF NON-APPROVAL AND ISSUE OF THE PERMIT.

GENERAL:

- Noncomplying permit documents required of the Homeowner is generally the reason for APPROVAL delay.
- The Architectural Control Committee (ACC) will only APPROVE improvements that COMPLY with existing EPPOA restrictive covenants.
- Beginning construction prior to obtaining an EPPOA Permit may result in a \$500.00 fine.
- FCWD Permits may also be required for your construction project. This due diligence and compliance is the responsibility of the Homeowner.
- Homeowners and their contractors are liable for any excess damage to the subdivision road and facilities associated with the work performed requiring repair and action by the EPPOA .



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HOMEOWNERS RESPONSIBILITIES TO INFORM CONTRACTORS:

- Will be instructed to Cease and Desist for non-compliance in working without a permit, not following development rules and regulations, ethical misconduct, and failure to maintain good standing with EPPOA, and to obey and follow all posted speed limits.
- Will install and maintain trash containers and temporary toilets throughout construction as needed.
- Will maintain a clean site with daily policing prior to departing for the day.
- Will ensure that workers do not park on adjacent properties or driveways.
- Will minimize worker traffic with offsite parking and ride share to construction site.
- Will not burn trash onsite without the owner's approval and someone present.

CONSTRUCTION CONTRACTORS WORK SCHEDULE//HOURS:

- Monday thru Friday, work may start at 7am and must end at 7pm.
 - Saturday, work may start at 8am and must end at 2pm.
 - Sunday, work is not allowed.
 - Observed Holidays, work is not allowed.
- *Keep in mind this is for Construction Contractors ONLY, (Examples - Retaining Wall, Boathouse Demo/build, New house build, Re-model, Roof, Exterior updates/repairs, etc.)