

Apache Shores Property Owners Association (ASPOA)

Overview of Construction Rules & Regulations

All policies that are referenced from within this packet are linked where applicable.

For a single download of all construction policies and deed restrictions, see the Apache Shores website at www.apacheshorespoa.com.

The Architectural Review Committee reserves the right to determine the construction category for your project and reserves the right to require additional information.

- A.** Construction within Apache Shores must be in compliance with:
- IRC the International Residential Codes for Single Family Dwellings when specified
 - The Texas Residential Code (TRC)
 - The National Electrical Code (NEC)
 - The Mechanical Electric Code (MEC)
 - Travis County requirements and regulations
 - ASPOA deed restrictions and policies
 - Health and Safety matters affecting the residents of Apache Shores
- B.** A refundable deposit is required. The deposit will be returned when a Certificate of Occupancy has been issued. Please contact the ASPOA Office for the required deposit amount.
- C.** For any additional information concerning building in Apache Shores, contact the office at:
14919 General Williamson Drive
Austin, TX 78734
Office: (512) 266-2719, Fax: (512) 266-3910

[\(Definitions Of Construction Categories And Permit Fees\)](#)

Architectural Review Committee (ARC) Review Process

The Architectural Review Committee (ARC) will review your application and submitted plans. If denied by ARC the owner/builder will need to make the necessary changes as determined by ARC in order to resubmit building packet for approval.

Applications rejected by the ARC may be appealed in writing. The ARC will hear the appeal and make recommendations to the ASPOA Board of Directors. Building plans must be put on hold until the appeal is either approved or denied by the Board of Directors.

After review by the ARC, application packets will be given to the ASPOA designated inspector for Plan review for compliance with all other regulations and code requirements not reviewed by the ARC. Once the ARC and the designated inspector have approved plans, ASPOA will issue a building permit. All required building permits must be posted at the construction site, visible from the road. The ASPOA designated inspector will ensure compliance with submitted plans and applicable requirements. After approval by the designated inspector and ARC, *any* changes to the permitted plans must also be approved.

Permits are voided after thirty days if construction has not begun.

All project inspections must be coordinated directly with the ASPOA designated inspector.

Before construction begins silt fencing, portable bathroom and trash containers must be on site, if applicable to proposed construction. Property address and permits must be posted and visible from the street.

- Once construction is complete a Certificate of Completion will be issued.
- Any OSSF project will require an Onsite Wastewater System Final Inspection Report and Certificate to Operate On-Site Sewage System (OSSF) prior to issuance of a Certificate of Occupancy.

- City of Austin Electric and/or Building Final Inspection Report (if applicable)

Important Construction Guidelines & Regulations

- No more than one single family dwelling may be erected on any one lot
- No more than one other building for garage or storage purpose
- No building shall be erected prior to the erection of a dwelling
- No accessory or temporary building shall be used or occupied as living quarters
- No building shall be constructed or erected unless built of solid or permanent material
- Wood exteriors shall be stained or painted with at least two coats of stain or paint
- No structure shall have tarpaper, roll brick siding or similar materials on the outside walls
- No tents, shacks, or other similar structures shall be erected, moved to, or placed on any lot
- All buildings must be completed within six (6) months from the date the construction begins
- No Manufactured Homes shall be permitted on any lots except as designated in the Deed Restrictions (Section 5 & Section 3)
- All Manufactured Homes shall be set up in a permanent fashion and underpinned with masonry.
- No residence shall be less than the minimum square footage set by the Deed Restrictions of the section you are building in
- All buildings must conform to applicable setbacks and easements as noted on recorded plats and Deed Restrictions
- No septic shall be installed on any lot without prior approval of all appropriate Governmental Agencies and Authorities
- All septic systems must be approved before the commencement of construction of a residence or the placement of a Manufactured Home or Relocated (Move-On) Home or Modular Home
- All lots abutting Lake Austin shall be subject to the terms and restrictions set out on the recorded plat in regards to septic and sewage systems
- No boat docks, floats, or other structure shall be constructed or placed into or on Lake Austin without first having complied with all the rules and regulations of the City of Austin and/or LCRA, but in no event shall such structure extend into the lake from the property line more than twenty (20) feet
- Trash and waste shall be kept in sanitary containers
- Failure to obtain a permit for construction will result in the issuance of a Stop Work Order and will require payment of that fine before a permit may be applied for or issued.
- [\(Policy for Failure to get Construction Permits\)](#)
- No portion of any structure shall extend into any easements or building lines. This includes overhangs, porches and stairs.
- Any structure, excluding chimneys, shall not exceed 33' above the finished floor without Board approval. Ridgepoles may be required if 33' in height.

- All building plans submitted to Apache Shores must include a drainage plan to show how surface water will drain from and through the site.
- [\(Additions to the Building Packet\)](#)
- All construction must be completed in six months from the permit issue date. All requests for extensions of any ASPOA issued permit must be submitted within thirty days of the expiration of the existing permit

- Never use an adjoining lot to the construction site, for any purpose, without the lot owner's permission.
- Erosion control barriers & silt fencing must be installed at the construction site. Erosion control barriers are to be removed after construction.
- For the health and safety of all Apache Shores members, any lot clearing must include proper disposal of brush. All burning must be permitted by Lake Travis Fire Rescue (512-266-2533)
- Construction lighting, such as flood lights, must shine only on your property.
- [\(Outdoor Lighting Policy - Recorded March 20, 2012\)](#)
- If your site isn't secure or fenced in, materials and machinery must always be left in a safe condition/position after working hours.
- Please park all work vehicles safely off the road.
- [\(Additions to the Building Packet\)](#)

Regular contractor hours:

- Monday through Friday: 7:00 am to 7:00 pm
- Saturday 8:00 am to 5:00 pm
- No work on Sunday or Holidays
- An exception to contractor hours can be made for pouring concrete, Monday through Saturday, under specific conditions:

[\(Amendment to the Contractor's Hours Policy\)](#)

There is an immediate fine of \$200 for each violation of established builder's hours.

[\(Policy for Non-Compliance with Established Contractor's Hours\)](#)

Policy For Stop Work Orders (Red Tags)

Unpermitted work will be investigated and Stop Work Order (Red Tag) issued with a \$200 fine. All work must stop immediately.

For further instruction regarding building without a work permit, please refer to the linked policy.

[\(Policy for Stop Work Orders \(Red Tags\)\)](#)

Definition of "Ground floor" or "First floor":

- The minimum square footage of living space, per deed restrictions, must be contained on the "ground" floor or the "first" floor.
- The "ground" floor shall be the floor closest to the natural ground on the lot.
- The "first" floor shall be the floor closest to the average elevation of the street in front of the lot, containing the main living areas of the home as well as the front or main entrance to the home.

[\(Definition of Ground or First-Floor\)](#)

Move-On Home Agreement

- Signed Move On Agreement required with building application packet for all Modular/Manufactured/Move-on Homes.
- Homes are not to be moved into Apache Shores until the permitted lot is ready for delivery, nor may they be delivered anywhere else within Apaches Shores while the lot is prepared.
- Moving a home into Apache Shores without a building permit will result in an initial fine of \$1000.
- Fines will continue to accrue at the rate of \$200/day until the home is removed from Apache Shores or a completed Permit Application is submitted.
- All fines must be paid before a building permit will be issued.

02/2015