

1 Determine if your project requires the standard improvement form or the limited form. Limited forms are for surface changes only: re-roofing, paint or stain color changes, siding changes, or portable sheds.

2 Download and read the appropriate form.

3 Read the deed restrictions for your section.

4 Obtain a survey, professional drawings, permission or permits from the MUD, ANRA, or USACE if needed.

5 Complete the form **thoroughly**, and assemble required documents. IMPORTANT NOTES:

- a. THE LOT OWNER MUST CHECK THE BOXES AND SIGN (not the builder!).
- b. If you are requesting a variance, please include a clear request for a variance and the reasons you believe a variance should be granted.

6 Use the checklist in the form to make sure you've covered everything and have all of the documents required. Incomplete applications will not be reviewed by the ECC.

7 Submit your application by:

Portal: www.lonestarbookkeepers.com. Create a login if you don't have one, and look for the Architectural Review tab on the portal. You will need to upload pdfs.

Email: rayburncountryassociation61@gmail.com –
Send pdfs or Word documents; not picture files!

Mail: RCA, PO BOX 5289, Jasper, TX 75951

Hand Deliver: The office is in the clubhouse at the Rayburn Resort: 2376 Wingate Blvd, Brookeland. That address does not receive mail!



BUILDING PERMIT in 10 EASY STEPS

8 If your application is complete, you will be notified that the the 30-day review process has begun.

If incomplete, you will be provided with a written letter explaining what is needed. Review will not begin until a complete application is received.

9 Once your application is in review Relax! It's time for the Environmental Control Committee to do their work.

10 If the ECC has questions, they will contact you. The 30-day approval clock pauses if the additional information is requested; the only way to get the clock running again is to provide the requested information to the RCA on-site manager or assistant manager. Approval or denial will be given in writing via mail and email. If approved, you can pick up your permit and begin work!