



## Building Permit Application for "Limited" Projects

***Time frame for approval: The ECC Committee meets monthly and has 30 days to make a decision once a complete application is received. Please plan to submit this form at least 30-45 days ahead of your desired start date.***

Section	Lot(s)	Property Address
<i>The owner, not the builder, is the applicant. The owner's name and contact information must be indicated below, and the owner must sign the application representing that information is completed and accurately represents the project.</i>		
Lot Owner Name(s)		
Owner Phone		Owner Email
Mailing Address		
Contractor Name		
Contractor Phone		Contractor Email
<b><i>Permits are good for six months. Indicate your start date and a completion date within six months of the start date.</i></b>		
Proposed start Date (at least 30 days from the date you submit this application)		Will be completed by

### PROJECT DESCRIPTION

**Provide a COMPLETE written description of the project including details that may be provided elsewhere in this application. This written narrative will help the committee fully understand the intent of the project.**

## PROJECT DETAILS

Type of project: (Check all that apply)	Indicate the Information or write N/A
<input type="checkbox"/> Re-roof – Entire building with change of material or color  <input type="checkbox"/> Re-roof – Partial with change of material or color  <input type="checkbox"/> Re-paint or stain – This application is required only if you are changing colors.  <input type="checkbox"/> Shed (with no foundation; if you are pouring concrete, please use the standard form)  <input type="checkbox"/> Propane Tank (below ground preferred) <ul style="list-style-type: none"> <li><input type="checkbox"/> Above ground- screening required</li> <li><input type="checkbox"/> Below ground – no screening required</li> </ul> <input type="checkbox"/> Generator  <input type="checkbox"/> Fence  <input type="checkbox"/> Retaining Wall  <input type="checkbox"/> Driveway  <input type="checkbox"/> Other:	Total Square Feet, dimensions, linear feet, or size of project:   Roof material/color:   Siding materials/colors:   Trim/fascia color:   Shutter/accent color:   Window style/color:   Driveway material:   Specify propane tank screening material: (New shrubbery material must screen 50% of tank height)   Other materials/color:   Other Details – Please give us any other information to help us understand what you are doing as part of this project.

## ADDITIONAL DOCUMENTS REQUIRED

### For RE-ROOFING

- Include a picture of each building on the lot or adjacent lots that you own
- Include a site plan or survey showing where each building is on the lot with actual or approximate measurements
- Indicate which building(s) will be re-roofed with the materials indicated on the previous page

**NOTE: Reflective materials including “Galvalume,” metallic finishes, white or very light colors will not be approved**

### For RE-PAINTING or STAINING

- Include the official brand and name of the color and/or a description of the color (example – Behr “Mermaid Net” or Light Teal Green.) It is OK to simply list white, off-white, tan, dark brown, etc.
- Include a current picture of the building(s) to be painted or stained and the other buildings near it.

### For SHEDS, GENERATORS, PROPANE TANKS or other SMALL STRUCTURES that will not have concrete footings or a slab foundation:

- Plat Plan including the location and identification of special features such as drainage ditches, easements, retaining walls, etc. as well as measurements indicating the relationship between the lot lines/easements/setbacks and the project footprint.
- Floor Plans including measurements for all dimensions.
- Elevations (drawings) showing all sides of the structure OR a picture of the building.
- Drainage and Grading Plan – If you will be grading the lot at all to place the building, please indicate your plan for grading. Indicate the direction of water flow over your lot and how the building will impact the drainage if at all.

## RAYBURN COUNTRY PARTNER PERMISSIONS

Does your improvement project include any construction below or encroachment below the 179-foot line of the Sam Rayburn Reservoir?  Yes  No  Unsure

**If yes, you must submit written approval from the United States Army Corps of Engineers (USACE).**

**Note that their approval process takes 90-180 days.**

Does your improvement project encroach upon any easement established by the Rayburn Country Municipal Utility District (RCMUD)?  Yes  No  Unsure (If you are not sure, please consult a survey of your lot with easement lines.)

**If yes, you must submit written approval from the RCMUD. If unsure, contact the RCMUD office.**

Does your improvement include hook-up to RCMUD water and/or sewer service?  Yes  No  Unsure

**If yes, you must use the Standard Building Permit Form and get the necessary letter from the MUD.**

## VARIANCES

- Does your improvement encroach on **any** building setbacks?  Yes  No  Unsure
- Is your project within 10 feet of any property line?  Yes  No  Unsure
- Do your plans deviate from the deed restriction requirements?  Yes  No  Unsure

**If you are not sure about your answer to any of the above questions you will need an official survey.  
If yes to any question above, complete and submit a Request for Variance to Encroach form with details (e.g.: how many feet of encroachment) and a rationale for your request.**

**Please check the boxes indicating you have read each statement and sign below.**

- I have read the Rayburn Country Deed Restrictions for the Section in which my project is located, and I have familiarized myself with the contents of each.
- By signing below, I represent that my application fully complies with the deed restrictions unless I have asked for a variance, and my project does not encroach on any easements or setbacks unless I have specifically requested a variance.
- I have thoroughly completed this Building Permit Application. If an item does not apply to my project, I have marked it as not applicable.
- I have answered the questions in the Rayburn Country Partner Permissions section on page 2 of this application and obtained the permissions required.
- I have included hardcopy plans and elevations sized 11"x14" or smaller OR I have provided electronic copies of my **plans and drawings in pdf format** (NOT .tiff, .gif, .jpeg, etc.)
- I have clearly communicated how my building plan will ensure that drainage flows into proper drainage channels or ditches between the property and roads and not onto adjacent properties, the golf course, etc.
- I understand that my application will not be reviewed until my account is current and the \$30 application fee has been received. (Payment may be made online.)
- I understand that the thirty (30) day time period in which the Rayburn Country Environmental Control Committee (ECC) will review my application to build does not begin until I receive written confirmation from RCA that my application packet is complete and in compliance with this checklist.
- I understand that the worksite is to be kept in an orderly fashion with trash, excess dirt, plant material, other debris, etc. hauled off regularly; I will not burn trash or other debris on my lot(s) or other areas adjacent to or within Rayburn Country.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name Printed \_\_\_\_\_

# Building Permit Process

## Understanding Acknowledgement & Compliance Commitment

Please initial each statement below indicating your understanding and commitment to comply.

\_\_\_\_\_ I understand and agree that I must maintain a current (unexpired), approved building permit posted at the front of the property so as to be visible from the street until construction is completed.

\_\_\_\_\_ I understand and agree that I must secure a “pre-pour” inspection and approval upon completion of form board construction, before piers are drilled for pier & beam foundations and before any concrete is poured.

\_\_\_\_\_ I understand and agree that I must secure a “post-pour” inspection and approval upon completion of pouring concrete slabs and/or piers and before any framing or other construction occurs.

\_\_\_\_\_ I understand and agree that all deviations from the originally approved scope of work, drawings and attachments must be approved prior to beginning the work. A **Building Permit Scope of Work Change Request Form** and related revised drawings detailing the changes shall be submitted to the ECC for review and approval.

\_\_\_\_\_ I understand and agree that projects involving significant construction such as lot clearing, remodels/add-ons, large concrete pours, construction of single-family homes, barndominiums, garages or shops will require the installation of silt fencing as indicated in the permit approval letter. The silt fencing shall be installed and maintained around the entire perimeter of the construction site to prevent sediment runoff from the site.

\_\_\_\_\_ I understand and agree that I must keep a trash receptacle of sufficient size on site to manage the trash and debris generated during the construction phase of my project.

\_\_\_\_\_ I have read, understand and will fully comply with the ECC Guidelines and Deed Restrictions for my section as they relate to the building permit process.

\_\_\_\_\_ I understand that my failure to comply with the ECC Guidelines, Deed Restrictions and these statements shall result in Rayburn Country Association taking the necessary legal action to protect the interest of Rayburn Country property lot owners and the Rayburn Country Association alike.

\_\_\_\_\_ I understand that during the construction phase of permitted work, the Environmental Control Committee has an obligation to perform periodic onsite inspections. All inspections will be performed as outlined by the **“Permission to Enter the Property”** form provided in the building application package.

Upon reading and familiarizing myself with this Environmental Control Committee Guidelines document, I understand the Building Permit process and commit to comply with the requirements described herein.

Lot Owner Association Member Name (Printed) \_\_\_\_\_

Lot Owner Association Member Name (Signed) \_\_\_\_\_

Date \_\_\_\_\_



**Environmental Control Committee  
Building Permit Construction Inspections  
Landowner Permission to Enter Property**

DATE \_\_\_\_\_ PERMIT # \_\_\_\_\_

APPLICANT/LANDOWNER NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ SECTION \_\_\_\_\_ LOT(S) \_\_\_\_\_

APPLICANT/LANDOWNER PHONE NUMBER \_\_\_\_\_

PERMIT DESCRIPTION \_\_\_\_\_

During the construction phase of permitted work, the Environmental Control Committee has an obligation to perform periodic onsite inspections. This inspection process will require committee members, or their agent, to enter the property and perform such inspections.

While on the property, the committee will perform a visual inspection and take measurements to **confirm that the construction work being performed is the construction work that was permitted**. The committee will document their findings and may even take photographs as part of the documentation.

It is therefore necessary for the building permit applicant to grant the Environmental Control Committee, or its agent, permission to enter the property to perform inspections as they deem necessary. The inspections would occur during daylight hours. The permission shall not include entry into a permitted structure that is "dried in." "Dried In" shall be defined as those structures with a roof and having external walls, windows, and doors installed. If an internal inspection becomes necessary, the committee will contact the applicant to schedule a time when the applicant or some other authorized person may be present for the internal inspection.

As the owner of the described property within the HOA of Rayburn Country Association and by my signature below, I hereby grant permission to the Environmental Control Committee, or its agent, to enter the property to perform necessary inspections of the permitted construction as deemed necessary.

\_\_\_\_\_  
**Applicant/Landowner (Legibly Printed)**

\_\_\_\_\_  
**Applicant/Landowner (Signature)**