

Permit Prior for ALL Outside Improvements

Included but not limited to Paint, Fence, Roof, Siding, Skirting, Driveway, Carport, Garage

Property Owner's Name: _____

Property Address: _____ Block: _____ Lot(s): _____

Owner's Phone #: _____ Email: _____

Requested Improvements

Yes/No/NA(Not Applicable) to be completed by owner

_____ Current on subdivision dues? _____ Manager verification

_____ I am Owner of property per Shadow Bay Files? _____ Manager verification

Fence

_____ Current Survey showing fence location, including fence height turned in with application.

_____ Side and/or Back fence is located on the above listed property

_____ Type and construction of fence, and picture of what fence is going to look like turned in with application?

_____ Waterfront lots fences within minimum of 20' of bulkhead. cannot be higher than 4 foot and must be see-through

_____ Property corners are marked and readily visible to verify fence is located correctly.

Paint

_____ Area(s) to be painted is turned in with application?

_____ Color(s) and/or samples of paint is turned in with application?

Roof

_____ Composition roof. Color of shingles, type, and manufacturer or sample turned in with application.

_____ Recommended Shingles must weigh at least 206-230 pounds per square, stated warranty of at least 25 years, Algae Resistant, Laminate, and Architectural Composition design.

_____ Wood shingles are prohibited for safety reasons.

_____ Three-tab shingles are not recommended except for starter and cap rows.

_____ Roof overlays are not recommended.

_____ Metal roof. Color, type, manufacturer, and picture of what the sheets look like turned in with application.

_____ All roof protrusions, such as vents, and roof jacks, must be painted to match the roof material.

Driveway and Parking Area

- ___ Current Survey showing Driveway location, turned in with application.
- ___ Driveway and parking area must be at least 16' wide. Area is made of one of following three materials
 - Concrete ___ Black Top _____ Asphalt: ___
 - Crushed Concrete or Gravel is no longer allowed.
- ___ Property corners are marked and readily visible.
- ___ Parking of vehicles is only allowed on paved area.
- ___ Is a new culvert needed to be installed per Commissioner Precinct 1 (936-539-7815)

___ **Siding and/or Skirting replacement**

- ___ Color(s) and/or samples of siding and skirting is turned in with application?
- ___ Skirting must be of a rigid material and a sample or picture is submitted for approval.
- ___ Same skirting type and material needs to go around home, porches and steps.
- ___ Lattice of any kind will not be accepted.

___ **Carport**

- ___ Current Survey showing carport location turned in with application?
- ___ Type, construction, and color of carport, or picture of what carport is going to look like turned in with application?
- ___ Carport is behind the 20' building line in front, 3' from the side property line unless a corner lot where the side is 10'.
- ___ Property corners are marked and readily visible.

___ **Garage** (Also check roofing and paint above and fill out required information)

- ___ Current Survey showing garage location turned in with application?
- ___ Plans showing type, construction, and elevation of garage, or picture(s) of what garage is going to look like turned in with application?
- ___ Garage is behind the 20' building line in front, 3' from the side property line unless a corner lot where the side is 10'
- ___ Property corners are marked and readily visible.

___ **Other** _____

___ Call for final inspection after improvements have been made.

- This permit is good for ninety (90) days from approval date
- Property Owner is responsible for locating property lines and easements.

I have read the above and understand all requirements must be met.

Owners Signature: _____ Date: _____

Community Improvement Association of Shadow Bay Inc.

Community Improvement Association of Shadow Bay Inc.

Willis, Texas 77318

Email permit and all requested documents to: accshadowbay@gmail.com

Final Approval after for ALL Outside Improvements

Property Owner's Name: _____

Property Address: _____

Block: _____ Lot(s): _____

Owner's Phone #: _____ Email: _____

Call or email Shadow Bay's property manager to schedule a Final Approval Inspection.

Yes/No/NA(Not Applicable) to be checked by member of ACC

- _____ House numbers installed on the home, minimum 3" tall, easy to see, and read from the street?
- _____ Is the work that was stated in the permit done per ACC approval?
- _____ If applicable, is the improvement behind the 20' building line and located as per approved drawing?
- _____ Is Lot(s) cleaned up of trash, tree limbs, and other debris?
- _____ Pictures taken in final inspection of improvements?
- _____ Has the inspection request been made before or on the 90th day of permit acceptance

I have read the above Final Approval and understands all requirements must be met.

Owner's Signature: _____ Date: _____

Final Inspection Date: _____ Approved Date: _____