



Pointe Royale POA  
Architectural Control Committee (ACC)  
Project Request Application, Permit and  
Completion of Project Approval

**Property Owners Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Lot/Block or Unit/Parcel:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**General Project Description:** \_\_\_\_\_

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**Required Exhibits:**

Supporting documentation listed below or any other documentation requested by the ACC **must** be submitted with this application. Examples of documentation are brochures, color swatches, material samples, pictures...

1. Paint, Stain Exterior Finish Color – A sample of colors to be used on exterior surface must be provided. Examples are paint colors, window trims colors, storm door colors . . .
2. Finish Materials – A description and/or sample of all finish materials to be used for the exterior surface of proposed improvement must be provided. Examples are exterior siding type, roofing material (at least 40 year composition shingles), doors and windows, deck modifications . . .
3. Site Plan & Architectural Drawings– A site plan, drawn to scale, showing location and dimensions of the proposed improvements, including orientation with respect to the property lines. Detailed architectural drawings or plans must be provided for any structural additions to the home or condo and major landscapes improvements which would change the original topography. Examples are major landscape improvements, home additions, retaining walls. . . .
4. Photographs & Other Exhibits - The inclusion of photographs is appropriate for decorative objects and similar cosmetic additions. Other exhibits may be required in order to permit adequate evaluation of the proposed change. Examples are placement of objects on condo decks or common property . . .

**Certification:**

I certify that I understand and agree to the following:

1. The ACC has 21 days from the date of the receipt to review this form.
2. I agree not to begin the proposed projects until an approved permit has been issued.
3. I agree to comply with all City of Branson building codes and obtain the necessary permit if applicable. (See page four (4) for City of Branson building permit requirements.)

4. No approval of plans and specifications and no publication or designation of the architectural standards by the ACC or by the Board of Directors shall ever be construed as representing or implying that such plans, specification or standards will result in a properly designed structure or satisfy any legal requirements.
5. The authority to perform this planned improvement will automatically expire if the work is not commenced within 180 days following approval and completed in accordance with Exhibit 1, Paragraph 15 of the POA's Declaration of Restrictive Covenants, unless another time frame is specifically authorized in writing by the ACC. Note: New construction time allotted is 180 days for exterior and 365 days for interior completion from time of approval.
6. Pointe Royale ACC **will not** issue a permit for any project requiring a City of Branson permit until such time as a copy of said City permit is presented to the ACC. Penalty for starting a project before providing said City permit, and obtaining an approved ACC Application, will be \$500.
7. Work will not begin before 7am and will end prior to 6pm daily.
8. There will be an end of project inspection by the ACC. Owner will notify ACC, and a time will be scheduled, agreeable to both parties, to close the file.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

(PLEASE DO NOT WRITE BELOW THIS LINE)

**PERMIT APPROVAL** \_\_\_\_\_ **DATE APPROVED** \_\_\_\_\_

**ACC Member #1**

Approved \_\_\_\_\_ Conditional Approval \_\_\_\_\_ Disapproved \_\_\_\_\_

Explanation of Conditional Approval/Disapproval \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACC Member #2**

Approved \_\_\_\_\_ Conditional Approval \_\_\_\_\_ Disapproved \_\_\_\_\_

Explanation of Conditional Approval/Disapproval \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Completion of Project Approval**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Architectural Control Committee (ACC)**

Except as to the original construction by the Developer, no building fence, wall or other structure shall be commenced, erected or maintained upon the subdivision, nor shall any exterior addition, change or alteration be made thereto, until and unless the plans and specification showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design, location in relation to surrounding structures and topography and compliance with the Declaration of Protective Covenants by the ACC of the Association.

The ACC shall be composed of three (3) or more representatives appointed by the Board of Directors of the Association. In the event the ACC fails to approve or disapprove a requested action within (21) days after the request has been properly submitted to the ACC, the request is considered to have been approved. All actions of the ACC shall be subject to review by the Board of Directors of the Association and appeals may be taken to the Board of Directors for final resolution. Additional details regarding the roles and functions of the ACC may be found in Article XI and Exhibit 1. of the Declarations of Restrictive Covenants.

A. All requests to the ACC must be submitted on the form prescribed by the ACC. The form is available in the Business Office or the Association's web site [www.pointeroyalegolfvillage.com](http://www.pointeroyalegolfvillage.com).

B. ACC applications are valid for six (6) months from the date of approval unless a written extension is approved prior to expiration. If the project has not been completed and an extension has not been obtained prior to expiration, work must cease or a fine of \$100 per day will be levied until an extension has been approved. Also, the contractor(s) working on the project may be denied access to the job site until an extension has been approved. For other than new home construction, if said project is not completed in 180 days, a 30 day extension may be granted by the ACC upon new application from owner. **NOTE: Application must be made by owner, not contractor.**

C. Any new construction on any lot, or major alteration to any existing structure, including roofing materials must be approved by the ACC. Similarly, any exterior change or addition to an Owner's home or lot such as playground equipment, TV satellite dishes, fuel tanks, etc. must be approved by the ACC. Fences and walls are permitted only around permanent swimming pools, backyards along Lake Taneycomo and for safety and erosion.

D. Routine maintenance projects, work on landscape beds, bush and tree trimming do not require ACC approval. If in doubt, submit a request to the ACC for its review.

E. The ACC may issue violations for failure to properly maintain a property ( lot or structure). If necessary repairs or corrections are not made by the owner, after having been notified by the ACC, the ACC will have a contractor make the necessary repairs and the Association will charge the Owner.

## City of Branson Projects Requiring a Building Permit:

A building permit application shall be required for any construction not exempted in the IBC Section 105.2; permits required for: **New Buildings, Additions, Renovations, Demolitions, Plumbing, Prefabricated Structures, Signs, Temporary Buildings, Electrical Systems, HVAC Systems**

### Other Projects that Require a Permit

- Demolish, build, an addition of a room, garage, shed, or other enclosed structure attached to a house.
- Build, demolish or move any detached structure that is **more than** 200 square feet in area or **more than** 10 feet high from the floor to the average height of the roof.
- Add or enlarge a porch cover, patio cover, carport or other open-sided roofed structure with a cumulative area **greater than** 200 square feet and is attached to an existing structure.
- Enclose a patio cover, porch or carport.
- Finish an attic, garage or basement to create additional living space.
- Build or replace an exterior stairway **more than** 30 inches in height.
- Cut new window or door opening, widen or reduce the size of existing openings.
- Build a retaining wall that **exceeds** four feet high measured from the bottom of the footing to top of the wall, or any retaining wall affected by the weight of an adjacent slope, or nearby driveway or structure.
- Relocate, remove or add walls.
- Build a deck **more than** 30 inches high.
- Build a fence **more than** seven feet high.
- Pour concrete sidewalks, slabs and driveways **more than** 30 inches above adjacent grade or over any story or basement.
- Install a swimming pool and/or a barrier around an existing swimming pool.
- Replace or repair a roof.