

# **Spanish Grant Civic Association, Secs 1&2 Inc**

## **Deed Restrictions Enforcement and Architectural Control Review/Approval Application Form Instructions**

### **General Instructions:**

A copy of the Deed Restrictions are available on the Spanish Grant Civic Association website, [www.spanishgrantbayside.com](http://www.spanishgrantbayside.com). The applicant should ensure that submissions comply with all applicable covenants, conditions and restrictions affecting the subject property.

### **Types of requests subject to the Application Form include:**

- Exterior physical rehabilitation of existing structures;
- New construction, including expansion of existing structures and accessory structures;
- Relocation of structures;
- Demolition of structures;
- Dimensional Variances for all yard (setback) requirements, height of structures or other matter as the Committee may be required to review.

### **Submissions for Architecture Review Approval:**

Submission for approval must be made by the Owner of the subject property, and must be made via email request to the following address: [spanishgrantbay12@gmail.com](mailto:spanishgrantbay12@gmail.com).

### **An application is considered complete when the each of the following information has been submitted:**

- Completed attached Application Form (including legal description of the property);
- Copy of approved City of Galveston Permit(s), if applicable;
- Complete set of elevations, floor plans, and wall sections;
- Site Plan(s), including sidewalks, curbs, street, bulkhead, and structures on adjacent sites;
- Drawings of any patio and/or paving changes impacted by the project (landscape);
- Demolition drawings (when the project involves new construction or expansion of existing structure);
- Information about the proposed building material(s) used (including samples if specifically requested because clarification is needed);
- Drawings must indicate setback dimensions, height of proposed structure, and use of proposed structure;
- Photographs (if specifically requested because clarification is needed)
- Permit Fee (if required) mailed to SGCA Sections 1&2 Inc, 7193 Spanish Grant, Galveston, Tx 77554

### **Permit Application Form:**

Please complete the attached Permit Application Form, along with submitting all required additional information listed above. All required information must be submitted at the time of the Permit Application request, or the application will not be considered submitted, and will be placed on hold. If you have any questions or difficulties in filling out the Application, please contact the Spanish Grant Civic Association via e-mail at: [spanishgrantbay12@gmail.com](mailto:spanishgrantbay12@gmail.com) or the Civic Association Architecture Review Lead, Ronnie Hansen at [ronniehansen@comcast.net](mailto:ronniehansen@comcast.net).

### **Other Information:**

Applicants should plan to submit Applications well in advance of their scheduled project. Per the governing protocols, the Reviewer has 30 days to review your request; however, most requests are handled in 7-10 business days. The more information applicants submit, the faster the process moves along. The Architecture Review Lead does not wait for Civic Association meetings to review requests.

Requests are reviewed throughout the month. Submissions made via email must include drawings in Adobe (.pdf) format.



Spanish Grant Civic Association, Sec. 1 & 2, Inc.

7193 Spanish Grant

Galveston, TX 77554

## BUILDING AND BULKHEAD PERMIT APPLICATION

Date of Submission: \_\_\_\_\_ Expected Start Date: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

New Build             Swimming Pool             Roof             Other

Bulkhead Repair     Remodel             Boathouse

Description of Work: \_\_\_\_\_

Property Address: \_\_\_\_\_

Section and Lot Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

Property Owner Mobile Number: \_\_\_\_\_

Builder: \_\_\_\_\_

Builder Email: \_\_\_\_\_

Builder Mobile Number: \_\_\_\_\_

### **NON-REFUNDABLE FEES: (\$500 for New Build; \$100 for Remodels)**

*There is no fee for bulkhead repairs, nor for like-for-like repairs to existing structures. The property owner acknowledges by his/her signature on this Permit that the construction will be as shown on the submitted plans, and that the SGCA Architectural Reviewer (prior to construction or implementation of changes) must approve any change in these plans.*

Property owner certifies and acknowledges by signing this application that all the following and/or will be complying:

1. ALL DEED RESTRICTIONS OF SPANISH GRANT CIVIC ASSOCIATION, SECS 1&2 INC.
2. Regulations and restrictions of the City of Galveston, which includes: FEMA (Flood Insurance) codes; the Southern Building Code for resort areas; TCPLA (CAT POOL-Austin) windstorm resistant building codes in place at time of construction.

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## SPECIAL NOTES

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1. Builder/Owner is required to obtain the City of Galveston Permits for building, plumbing, electrical and others as required by law or ordinance. Please supply a copy of City Approval(s) with this application.
2. It is recommended to contact an engineer or insurance agent for accurate flood zone information and first floor requirement limitations.
3. Spanish Grant (SGCA) setbacks are different from the City of Galveston. Please refer to Deed Restrictions – “no building shall be located on any lot nearer to the front side than 20 feet (canal side, dry lot/street-side) or nearer to either sideline than 10 feet.”
4. Contractor/Owner must adhere to City of Galveston Permits for temporary power and use of generators.
5. Contractor/Owner acknowledges surface drainage requirements for new structures. Attempts must be made through lot contours or sloping to eliminate street water retention. Provide a Site Drainage Plan.
6. All bulkhead work will utilize a method to prevent discharge of any soils into the canal using sand/dirt retainage screen or filter cloth. No trash, dirt or other materials will be accidentally or purposely allowed to get into the canals. Property owner may be liable for costs of removal of trash and restoring the canal, if runoff is excessive
7. New home construction must have dumpster or trash receptacle on site. Trash left on construction site may result in a fine of \$50 per day until resolved.
8. New home construction must have appropriate toilet facilities on site.
9. **NO PILE DRIVING** on weekends and Holidays. No offensive construction noises during weekends before 9AM.
10. No damage to existing roadways or concrete dumping in adjoining lots. Use common sense when using adjoining properties and contact owner if in doubt.
11. All construction work will be completed within 30 days of the Expected Completion Date (listed above). Failure to complete work within this timeframe will result in daily Deed Restriction penalties until work is completed.

Building/Contractor and Property Owner acknowledge that he/she has read, understood and will abide by these restrictions and regulations, or Civic action will prevail and damages may include construction bond and additional civil penalties imposed by the court of law.

**Builder/Contractor Signature:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_