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# FLINT RIDGE ARCHITECTURAL CONTROL COMMITTEE

1 PIONEER COURT KANSAS OK 74347  
918-597-2101

Amended July 27, 2019

## A. FRPOA ACC STANDARDS

1. There is only one ACC for Flint Ridge. The RV Parks are a part of Flint Ridge and will be served by the FRPOA Board appointed ACC members.
2. All construction at Flint Ridge will be in compliance with the current ICC Codes as adopted by the State of Oklahoma and the FRPOA Board of Directors.
3. Applications for permits will only be accepted during the POA Administration office hours.
4. All properties must have a lot survey before permits can be issued for new construction.
5. All ACC records/files will be maintained in the ACC office. This requirement includes ACC files for RV park lots.
6. All exterior structure construction must be completed within 180 days of the permit. The ACC may grant a 180 day extension for a building permit that is about to expire. The ACC can grant more than one extension to a builder/property owner with a written or verbal appeal to the ACC. The extension may be granted only if the owner of the property is making substantial progress on completing the structure. The ACC will have sole discretion in making this determination.
7. The ACC meets every Tuesday from 9:00 to 11:00 A.M., and will meet, by request, Fridays from 1:00 to 3:00 P.M.

## B. GENERAL GUIDELINES-ALL PERMITS

1. **All construction**, including additions and modifications of existing structures will require a permit.
  - a. New construction includes but is not limited to: new homes, storage buildings, fencing, carports, decks, patio covers, etc.
  - b. Modifications to existing structures includes but is not limited to: any exterior remodeling (other than landscaping), new shingles/roofing, windows, exterior paint color, siding, exterior foam insulation, stone or any other façade change/addition to a structure, etc.

2. All permit requests shall be dated and signed by the property owner (and applicant when submitted by anyone other than the owner), and shall include a description of the work to be performed.
3. The ACC shall provide in writing one of the following within 30 days of the permit application date:
  - a. A signed Permit, allowing the request.
  - b. A signed letter giving specific instructions of necessary modifications for the applicant to make in order to receive a permit. It is then the applicant's obligation to make the corrections and resubmit their application to the ACC. A permit will be issued after all corrections are properly resubmitted.
  - c. A signed, written rejection of the permit application along with the reasons explaining why the permit was denied.
  - d. The original signed permit application, modification or rejection (hereinafter, "The paperwork") shall be on file at the office and available for the applicant to view. A copy of same shall be made available to the applicant, within the 30 days. In the event that the applicant does not receive notification by the end of the 30 day period, the applicant is required to confirm through the Administrative office that the paperwork has or has not been completed, and the administrative office shall be required to make the confirmation in writing upon request, after the 30 day period has ended.
4. All concerns, questions, changes, disputes concerning the design, engineering and construction phase of any given project will be discussed and settled between the building applicant and/or homeowner and the ACC and ICC in accordance with the FRPOA Governing Documents.
5. All permits must be closed when completed. Contact the FRPOA Administration office or the ACC to close the permit.
6. The FRPOA Governing Documents provide procedures to resolve disputes. Appeals of fines for violations should be addressed in writing to the Violations Hearing Committee.

#### C. NEW CONSTRUCTION PERMIT GUIDELINES

1. All construction at Flint Ridge will be in total compliance with the current FRPOA Covenants, By-Laws, Standing Rules (Governing Documents) and the prevailing International Code Council (hereafter ICC), building requirements as adopted by the state of Oklahoma and the FRPOA Board of Directors.
2. It is the sole responsibility of each and every building-permit applicant, homeowner, surveyor, architect, engineer, designer, contractor, sub-contractor, supplier etc. to thoroughly review and familiarize themselves with the current FRPOA Governing Documents and the prevailing ICC Building requirements before starting the design, engineering or construction phase of any given project.

3. Permit request for construction will only be issued after completion of the following listed items:
  - a. The Permit application fee is paid by the building applicant upon delivery of all construction documents, (plans and specifications) signed, dated and marked "approved" by the homeowner. Two (2) sets of the plan on 24" x 36" paper must be submitted with two (2) sets of typewritten plan specifications on 8 1/2" x 11" paper.
  - b. Required construction documents (plans and specifications) to consist of, but not limited to, the following items:
    - i. Site Plan on plat map including septic and lateral line field
    - ii. Floor Plan, Including:
      - Plumbing
      - Mechanical (HVAC)
      - Electrical
      - Wall Sections
      - Footing and Foundation Details
      - Exterior Elevations
      - Exterior Details
  - c. A thorough review of all required construction documents (plans and specifications) by the ACC and an ICC Inspector. No permit will be issued, or will be valid without the written approval of the ICC Inspector.
4. The site plan must be completed, signed and dated by a professional architect, builder or contractor licensed and registered within the state of Oklahoma. The site plan shall then be submitted to and be approved by the ACC and the ICC Inspector prior to any physical construction, including but not limited to tree removal, structural demolition, utility excavation, septic/lateral field installation, etc.
  - a. The site plan and survey of the building site shall indicate the following:
    - i. Complete legal description of the property.
    - ii. Survey of lot marked with front steel corner pins.
    - iii. Exact locations of the roads, front, back and side setback lines, utilities, easements, and property lines.
    - iv. Exact location of the placement of utility (propane gas, electric, water, sewer, septic, phone, cable, etc.) services to the new residence.
    - v. DEQ approved perk test or a soil survey is required for all septic systems and lateral fields. *(Note) The homeowner will pay directly to each utility and/or service company (propane gas, electric, water, sewer, septic, phone, cable, etc.) any and all required deposits, connection fees, tap fees, lift fees, etc., for the established new services and usage of such services. In addition, the owner or owner's professional representative shall mark the 4 corners of any applicable construction, mark trees, or mark any other identifying item requested by the ACC on the surface in accordance with the site plan.*
  - b. All doors, windows, hardware and interior finishes are to be determined by the homeowner, architect, designer or contractor of record and it is their sole responsibility that all items are code compliant.

5. The occupant and/or homeowner must apply for and secure a final inspection from the ICC Inspector before a certificate of occupancy is granted from the ACC and/or the ICC Inspector. The plumbing, foundation, mechanical and electrical contractor list must be submitted to include the name of the contractor, business name with address, phone number and contractor license number as registered with the state of Oklahoma or Arkansas. This information will be added to the plans and specification of record.

#### **D. SUMMARY OF ACC RESPONSIBILITIES FOR NEW CONSTRUCTION**

1. The ACC's primary responsibility in the permitting process is to collect all the documents from the owner necessary to insure ICC compliance, view the site plan and the lot and insure all construction is in compliance with the Governing Documents. Responsibilities include but are not limited to:
  - a. Administer the application process of the owner and insure all fees are collected.
  - b. View survey, site plan and location that are to be validated by the ICC. Insure that the proposed construction does not cross building set-back lines as stated in covenants.
  - c. Insure that the type of construction complies with structures allowed in the covenants at the proposed location.
  - d. Inspect trees to be removed for the permitted construction.
  - e. Receive all documents from Owner that are listed on the Step by Step Procedures for Construction, or as requested by the ICC Inspector.
  - f. Issue permits after receiving written approval from the ICC Inspector.
  - g. Insure the exterior of structure is completed in earth-tone colors, and that accessories are unobtrusive and suitable for a natural environment.

#### **E. PERMIT AND INSPECTION FEES**

1. For structures having 200 square feet or greater, a fee of \$.25 per gross square foot is due when the permit application is approved. This applies to all new structures with a roof, with walls or without walls. Square footage is the length times the width.
2. INSPECTION FEES
  - a. An inspection fee of \$50 per inspection is due at the time the permit application is approved. New residences require all 7 inspections for a total of \$350.00
  - b. Foundation/Structure
  - c. Framing

- d. Electrical rough in
- e. Plumbing rough in
- f. Mechanical finished
- g. Electrical finished
- h. Final inspection of completed structure for occupancy permit

**F. ACC GUIDELINES FOR PLACEMENT OF MANUFACTURED HOMES**

1. The ACC requires the following information:

- a. Must be first time the manufactured home is being installed as a permanent residence and is less than 10 years old.
- b. Must have current title for the manufactured home in the property owner's name.
- c. Must have a HUD Data Plate, *(paper label affixed inside the home and is located in a kitchen cabinet, an electrical panel, or a bedroom closet. The Data Plate will contain the following information: (a) the name and address of the manufacturing plant in which the home was manufactured, (b) the serial numbers and model designation, and the date the unit was manufactured, (c) a statement which references that the home was built in accordance to the Manufactured Home Construction and Safety Standards, (d) a list of the certification label number(s); (e) a list of factory installed equipment, including the manufacturer's name and the model designation of each appliance, (f) a reference to the Roof Load Zone and Wind Zone Load to which the home was designed, (h) and the name of the agency that approved the design.*  
*([https://www.hud.gov/program\\_offices/housing/rmra/mhs/mhslabels](https://www.hud.gov/program_offices/housing/rmra/mhs/mhslabels))*
- d. The installation of manufactured home must meet current minimum FHA/VA standards and must have a HUD Certification Label; a metal plate that is affixed to the outside of the manufactured home, (a.k.a. HUD Tag, *Only homes manufactured after June 15, 1976 will bear these labels. Also see HUD FHA HOC Reference Guide*). Standards required:
  - i. Have a floor plan greater than 1000 square feet
  - ii. The manufactured home must be classified and taxed as real estate and meet regular FHA/HUD guidelines for "real" property
  - iii. The foundation system must be properly anchored/installed and meet guidelines of the HUD manual 4930.3. A structural engineering certification will be required to verify compliance to the handbook guidelines
  - iv. Have permanent installed utilities that are protected from freezing
  - v. Have a properly enclosed crawl space with appropriate ventilation
  - vi. Be at a grade level at or above the 100 year flood elevation even if the property is not located in a special flood hazard area
  - vii. The manufactured home must not have been installed or occupied previously at any other site or location
  - viii. Have any hitches, wheels, axels, undercarriage etc. removed
- e. Complete legal description of the property.

- f. Survey of lot marked with front steel corner pins.
- g. Exact locations of any and all trees or structures to be removed.
- h. Exact locations of the roads, front, back and side setback lines, utilities easements and property lines.
- i. Exact location of the placement of utility (propane gas, electric, water, sewer, septic, phone, cable, etc.) services for placement of manufactured home.
- j. DEQ approved perk test or soil survey is required for all septic systems and lateral fields. *(Note: The homeowner will pay directly to each utility and/or service company (propane gas, electric, water, sewer, septic, phone, cable, etc.) any and all required deposits, connection fees, tap fees, lift fees, etc., for the established new services and usage of such services).*
- k. Must have ICC inspection after set up and appropriate fees (\$50 per inspection) paid:
  - i. Plumbing
  - ii. Electrical
  - iii. Tie down, footings and proper skirting installations
  - iv. Water and sewer hooked up
- l. If the manufactured home is being installed on a previous mobile-ready lot, the septic system must meet current DEQ requirements and inspection. The property owner is responsible to meet these requirements and make any changes if necessary.

#### **G. TREE REMOVAL**

1. A permit is required to remove **ALL** trees or shrubs in excess of **3 inches in diameter measured 12 inches above the ground**, including dead standing trees.

#### **H. PLACEMENT OF RV'S IN RV PARKS**

1. Owners shall familiarize themselves with the FRPOA Covenants and Governing Documents for the RV Parks recorded in the county records of Delaware County, OK. and with the rules approved by the FRPOA Board of Directors, defining RV lot usage. No RV can be permanently affixed to an RV Lot.
2. Permit for placement of an RV:
  - a. RV's must have current Oklahoma tag; have model/VIN number as stated on the title for the RV and photos of RV submitted to the ACC for the permitting process. RV's must be in good condition as inspected and approved by the ACC. Must be less than 10 years old.

- b. Must have a survey and site plan showing lot dimensions, property lines, location of corner pins, location of set-back lines, location of RV on lot, location of other structures on lot, adjoining roads and septic lines.
  - c. All RV's must meet ACC Guidelines and must meet requirements of FRPOA Governing Documents including but not limited to restrictions for unsightliness, homemade, altered camping rigs, converted buses, etc.
3. Permit for construction on RV lots:
- a. All construction requires a permit and approval issued by the ACC.
  - b. Must have a survey and site plan showing lot dimensions, property lines, location of corner pins, location of set-back lines, location of RV on lot, location of other structures on lot, adjoining roads and septic lines.
  - c. Must have drawing of construction plans with dimensions, materials to be used, color and function of structure. Must clearly mark property showing proposed construction area for ACC inspection.

**I. FINES FOR VIOLATIONS**

1. In accordance with the ICC Guidelines, the following fine schedule was approved as of April 3, 2009 by the ICC committee and the ACC, Revised and approved February 6, 2013:

a. <b>Violation</b>	<b>Fine</b>
Failure of owner to get inspection(s)	\$ 200 per inspection
Construction or performing any action, that requires a permit before receiving the permit.	\$ 500 per violation
Construction without a permit when permit is required	\$ 750 per violation
Construction without a permit after a STOP WORK ORDER is issued by ICC/ACC	\$1000 per violation
Tree removal without a permit for trees having a diameter of 3 inches or more, measured 12" from ground level	\$ 250 per tree

2. After a fine is levied, the ACC has the right to grant a written exception to allow structure to exist, or have any structure or building without a permit removed; removal of structure will be at Owner's expense.
3. The property owner is responsible for proper placement of the improvement on their lot as approved by the ACC and for which a permit is issued. Property owners have the right to appeal a violation through the Violations Hearing Committee. Appeals must be submitted in writing and addressed to the Administrative Offices.



**J. PERMIT RESPONSIBILITIES FOR OWNERS, THE ACC & THE ICC**

1. A building permit is required for all structures built on a residential or RV lot.
2. The following documents are to be provided, or the duties performed, PRIOR to issuance of Permits:

	OWNER	ACC	ICC
a Permit Application Submitted	X		
b Pay Application Permit Fee	X		
c Survey & Site Plan Done	X		
	OWNER	ACC	ICC
d ODEQ approved Percolation Test/ Soil Survey Done	X		
e Architectural Drawings Submitted to ACC	X		
f Mark trees and indicate location of house on site plan	X		
g ACC to view lot for location of trees and set-back lines		X	
h Approval of Construction Plans By ICC			X
i ACC to view lot prior to start of construction		X	
j ODEQ approved Septic System	X		
k Pay All Inspection Fees	X		
l Pay Permit Fees Based on Square Footage	X		
m Approve Permit to Build			X
n Final Inspection – Permit To Occupy			X
o Issue Permits after ICC approval		X	

3. Building any structure other than what is approved by permit will result in a fine and a possible stop-work order issued until the violation is resolved.

**K. ACC COMPOSITION AND SELECTION PROCESS**

1. The ACC shall consist of at least three members. The ACC may be made up of one FRPOA Board member as selected by the Board of Directors and one or two owners in good standing as selected by the Board of Directors. The FRPOA Board of Directors may authorize the POA General Manager to select one employee or contractor.
2. Committee officer structure will be Chair, Vice Chair, and recording secretary. The FRPOA Board Member and FRPOA employee appointed to the ACC may not hold the positions of chairperson and vice chairperson.
3. The FRPOA Board of Directors will determine the selection of an ACC member.
4. The FRPOA Board of Directors may remove any member of the ACC at anytime for any reason.
5. Generally, an ACC member is appointed to fill a one-year term. The term is defined as running from the last weekend in May of the current year to the last weekend in May of the following year. Each year at the Annual Membership Meeting the last weekend in May, the new FRPOA Board of Directors will select the ACC members for

the new year. The new Board of Directors may choose to delay approval until the June meeting, in which case current committee members will continue to serve until appointments are complete.

6. Vacancies occurring on the ACC during the period outlined above will be filled by the FRPOA Board of Directors.
7. The ACC has the authority, with FRPOA Board of Directors approval, to select property owners in good standing to advise and assist as directed. Such individuals selected by the ACC are not authorized to act on behalf of the ACC and have no signature/approval authority for any ACC activity.

**L. REQUIREMENTS FOR AN ACC MEMBER POSITION :**

1. Possesses working knowledge of FRPOA Covenants and all Governing Documents regarding:
  - a. Permit processing and monitoring.
  - b. Building setback requirements.
  - c. Types of construction allowed.
2. Possesses strong verbal, written and interpersonal skills.
3. Has the ability to perform tasks that require physical effort, agility and mobility in diverse temperatures as determined by season of the year. Some examples of physical effort would be walking, climbing or descending the Flint Ridge terrain.
4. Possesses the ability to understand construction plans/drawings and post information on records of individual property owner files.
5. Possesses the ability to recognize problems and facilitate solutions, which will maintain consistency of enforcement of the FRPOA Covenants and Governing Documents.
6. Possesses the ability to conduct onsite visits of construction sites, monitoring building compliance and progress. Any discrepancies of construction from the building plans must be reported to the ICC for inspection.
7. Possesses the ability to organize and prioritize work assignments.
8. Possess the ability to maintain confidentiality regarding property owner records.
9. The ACC member must be a Flint Ridge Property Owner in good standing.
10. Must have a personal vehicle to make onsite visits on approved projects or to seek out non-approved projects.
11. Must possess a valid current driver license.

**M. FRPOA MANAGEMENT RESPONSIBILITIES:**

1. Provide an ICC Inspector or contractor licensed to perform construction inspections.
2. Make available to the FRPOA Board of Directors an employee or contractor to serve as an ACC member when necessary.
3. Provide administrative personnel to receive and document permit fees and to maintain a comprehensive database of permits and requests.
4. Provide security personnel to issue citations for violations as defined by the FRPOA governing documents as identified by the ACC.
5. FRPOA General Manager will keep the ACC informed of all violation disputes regarding permits brought to his attention.
6. Ensure the FRPOA ICC inspector or contractor appropriately documents inspections during construction, including signing off on all inspections.

**N. POA BOARD OF DIRECTORS RESPONSIBILITIES FOR ACC ACTIVITIES**

1. Interpretation and enforcement of POA Covenants and By-laws.
2. Oversight and direction of the ACC.
3. Establishment and maintenance of rules and requirements for ACC members.
4. Establish FRPOA permit requirements.
5. Select ACC members.
6. Design and implement FRPOA policies for ACC administration.
7. Analyze and resolve disputes between FRPOA property owners and ACC, if necessary, regarding the administration of FRPOA Governing Documents.
8. Establishment of Permit Fee Structure.
9. Ensure ACC/ICC compliance with number and type of inspections.
10. Establish expense re-imbusement procedure for ACC members.
11. Secure necessary legal advice and representation in all legal proceedings involving ACC activities.

## NEW HOME CONSTRUCTION Step-By-Step Procedures

Lot  Block

Owner  Builder

Steps	Description	Owner	ACC	ICC
1.	Owner submits Permit Application	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	
2.	Owner provides SURVEY & SITE PLAN by professional surveyor. Survey & Site Plan must show: lot dimensions bearing of lot boundaries location of corner pins location of set-back lines (request from ACC) location of home site location of septic system	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
3.	Owner provides Oklahoma DEQ PERCOLATION TEST or soil survey.	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	
4.	Owner submits Architectural Drawings. Must be approved by ICC code-certified inspector. Could take up to 10 working days. Any corrections required could result in delays in approval process.	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
5.	Owner <b>marks corner pins</b> of lot, <b>stakes corners of home site</b> , <b>marks trees</b> to be removed for construction.	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	
6.	ACC views lot for trees and set-back lines for approval. ACC views covenants for type of construction allowed.	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	
7.	ICC written approval of architectural drawings			<input style="width: 60px; height: 20px;" type="text"/>

8. OWNER PAYS FEES, GETS PERMIT

Permit fees  
Inspection fees  
Permit issued


9. A.) Owner clears lot in accordance with permit, prepares site. ACC INSPECTS SITE.

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B.) Owner must receive approved septic inspection from Oklahoma DEQ.

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10. Building INSPECTIONS BY ICC INSPECTOR:

a) Owner will receive an inspection form which shows the inspections that are required. The owner will notify the ACC Office when inspections are needed. Missed inspections will result in \$200 fine and a stop-work order will be issued until the inspection is made and the fine is paid.

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b) Any violations of the applicable building code(s) during construction will result in a \$200 fine. A stop-work order will be issued until the violation is corrected, the correction is inspected and the fine is paid.

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c) Once the structure is completed; a FINAL INSPECTION MUST be done before an occupancy permit is issued and occupancy can occur.

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