

Mayan Seaside POA Architectural Review Form Instructions

The Mayan Seaside Architectural Committee (MSAC) is a committee assigned by the Mayan Seaside Property Owners Association (MSPOA) Board of Directors to help the property owner achieve full compliance with standards, processes, materials, and environment for major structures. Plans for all construction must be submitted to MSAC. All construction must comply with the MSPOA Covenants and Site Building Rules. MSAC strongly recommends the construction also complies with the recognized building rules of the Central Building Authority (CBA) of Belize – cbabelize.org. In addition to submitting the MSAC Form, the property owner is required to submit copies of the following documents to MSAC to be kept on file:

1. Full details of the purpose and/or reason for the project.
2. Legal site plan of the lot with location of project drawn to scale. Note the distance to the property lines. Show the location of the project relative to neighboring homes and/or common areas.
3. Detailed drawings and/or illustrations or architectural plans of the project.
4. Indicate the type of proposed material to be used (e.g. wood or cement).
5. Finished grade plan.

NOTES:

1. The construction of certain major projects (including fences, septic systems, and Marl pads spread prior to construction) will require MSAC review and approval.
2. Applications for approval of plans by MSAC does not affect or alter the requirements of submission to the CBA.
3. Projects with more than one (1) phase will require an application for each phase.
4. Activity prior to MSAC/MSPOA approval is not allowed.
5. Upon reasonable notice and at an agreed time, members of MSAC are permitted to inspect the construction to ensure that it follows the plan as submitted and approved by MSAC.
6. In reviewing submissions, MSAC may also reference guidelines derived from CBA, the International Building Code, and Mayan Seaside Covenants. Upon receipt of the completed application, MSAC has thirty (30) days to review and verify its suitability for approval. Should the application be rejected, MSAC will provide an explanation and recommendations for remediation. All submitted documents will be reviewed by at least one (1) MSAC member and the Chairman of the Board.
7. Approval of the project is contingent upon completion within a one (1) year period. This condition may be subject to negotiation due to mitigating circumstances (e.g. rains, flooding, illness, etc.).
8. The authority granted by this application will be revoked automatically if the work has not commenced within one (1) year of the approved submission to MSAC. Once the work has commenced, it must be substantially completed within one (1) year.
9. The approval of an MSAC Submission Form is valid for up to one (1) year. If construction does not begin within this timeframe, the MSAC Submission Form will be deemed invalid and a new Form must be submitted for approval.
10. Any construction that has been started and not completed within one (1) year and appears to be abandoned, and whose owner has not applied for and received a waiver may, at the discretion of the Board, be removed and the property cleaned at owner's expense.