

MSAC FORM INSTRUCTION¹

MSAC is a committee assigned by the MSPOA Board 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 Covenants and Site Building Rules for Mayan Seaside. MSAC strongly recommends the construction also complies with the recognized building rules of the Central Building Authority (CBA) of Belize. 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 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 neighbouring homes and/or common areas.
3. Detailed drawings and/or illustrations or architectural plans of the project.
4. Indicate the type of proposed materials to be used e.g. wood or concrete.
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. cbabelize.org
- 3 Projects with more than one 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 review the construction to ensure that it meets the plan as submitted for approval 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 30 days to review and verify its suitability for approval. Should the Application be rejected MSAC will provide an explanation and provide recommendations. All submitted documents will be reviewed by at least 2 MSAC members; and the Chairman of the Board.
- 7 Approval of the project is contingent upon completion within one year. This condition may be subject to negotiation due to mitigating circumstances. (Rains, flooding or illness etc.). The authority granted by this application will be revoked automatically if the work has not commenced within 1 year of the approved submission to MSAC. Once the work has commenced it must be substantially completed within 1 year.
- 8 The approval of an MSAC Submission is valid for only one (1) year. If construction does not begin within a year of the approval date, the MSAC form must be re-submitted for approval again.
- 9 Any construction that has been started and not completed within one year, and whose owner has not applied for and received a waiver, and appears to be abandoned may, at the discretion of the board, be removed and the property cleaned at owner's expense.