CONTRUCTION APPLICATION PERMIT PROCEDURES

1. A survey of the lot prior to construction by a licensed surveyor is recommended.

2. This is particularly important because of required 10-foot easements in back and sides of lot and because living units must be 25 feet from the road, or shore if by water.

1. Complete the building request form and return it to: SVL, 53 Fairway Dr., Mound City KS 66056

-or steve@sugarvalleylake.com

1. The request will be reviewed by management within 24 hours of receipt.
2. The request will then be forwarded to the Architectural Control Committee for their review and official approval.
3. There may be issues to be clarified and modifications to the request may be needed before approval can be given. So, plan early. Allow at least a month for this process to be completed and for approval to be granted.
4. Notification of final approval will be made by SVL management and will then be forwarded to Linn County (...if at SVL. No county permit is required by BB County for HVL).
5. **NO CONSTRUCTION CAN BE STARTED UNTIL THE REQUEST IS APPROVED BY THE ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE AND LINN COUNTY OFFICIALS, IF BUILDING AT SVL.**
6. origin date: 2019-09-15

Sugar Valley Lake Homes Assoc, Inc.

53 Fairway Dr, Mound City, KS 66056 913-795-2120

Construction Application Permit

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION: SVL or HVL PLATLOTProperty ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONSTRUCTION REQUESTED: New home Mfg. HomeRemodelingGarage

DeckStorage shedShelterDockCamper parking areaRet. Wall

Holding tankOtherType of Material to be used

CONSTRUCTION DETAILS: Overall size x Square feetNo. of floorsBsmt (YIN)

 Architect\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Builder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTY PERMIT EXECUTED? (Y N or not req'd) COUNTY PERMIT NO.\_\_\_\_\_\_\_ BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES: (1) This application will be responded to as promptly as possible within the 30 days we are allowed.

(2) Construction must begin within six months, or the permit is invalid, and a new permit must be obtained. PLAN OF PROPERTY AND PROPOSED STRUCTURE

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*The undersigned respectfully makes application for a permit for the construction of item(s) detailed above and hereby agrees to construct said item(s) in accordance with the Declaration of Covenants and Restrictions and their Bylaws. Members are responsible for any county permits necessary. * Before digging call 1-800-344-7233 to check for buried cable. No charge.

 The Association reserves the perpetual right to inspect this property for changes to intended use.

 Must have approved building permit from the County for any structure or holding tanks.

 Boat docks are limited to a maximum of 40 feet from the ordinary shoreline. Application Fees: House 55.00\_\_\_\_\_\_\_ Other $15 \_\_\_\_\_\_\_ Cash or Check

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Architectual Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 5/09/19

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**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **SV or HV PLAT \_\_\_\_\_\_\_\_ LOT\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_**

**SVL Building Permit Checklist:**

 **I-Informational CNM-Condition Not Met**

 **N/A-Not Applicable CM-Condition Met**

1.  SVL building permits are required for any type of structure or addition to the property.
2.  Outside must be of new material.
3. \_\_\_\_\_\_If not completed in 6 months, a new permit is required.
4.  Living unit must be set back 25 feet from road (or shore if on a lake).
5. Front of living unit must face road or lake, if on lake.
6. \_\_\_\_\_\_\_Must have 10-foot easements on sides and back.
7. \_\_\_\_\_\_\_\_All sheds or other outbuildings or free-standing structures must be behind living unit.
8.  Fences require an approved building permit.
9.  Docks require an approved building permit.
10. \_\_\_\_\_Living units must have 600 or more of living space — can stand upright and walk around. For camper lots it is 500 SQ FT.
11.  Single wide manufactured homes are not allowed.
12.  Double wide manufactured living units must have a permanent foundation.
13.  Living units at SV must also be approved by Linn County.
14. \_\_\_\_\_\_\_\_Sewage holding tank planned for living units.
15. \_\_\_\_\_\_\_\_Fee paid.

 Steve & DATE: REVIEWED AND approved -or- unapproved (circle one)

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **SV or HV PLAT \_\_\_\_\_\_\_\_ LOT\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_**

**FENCING CHECK-LIST**

**SVL Building Permit Checklist:**

 I-Informational CNM-Condition Not Met

 N/A-Not Applicable CM-Condition Met

* 1. Maximum height of 8 feet.
	2. Approved by the Association.
	3. Retaining wall is separate application.
	4. Prior to regs — same type fencing 'rules' apply. 
	5. \_\_\_\_\_\_\_\_\_\_\_\_Front yard rules — 30 inches high, decorative, finished surface facing out.
	6. No fence on lake shore or golf course easements.
	7. Posts & support beams not on outward side or if outwards, integral to design of finished surface.
	8. On street facing fences, gate required on street side.
	9. Fence wire must conform to residential character of property.
	10. No hog wire, chicken wire, slatted, barbed wire, log, brush, etc.

 11.\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fee Paid.

 Steve & DATE: REVIEWED AND approved -or- unapproved (circle one)

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **SV or HV PLAT \_\_\_\_\_\_\_\_ LOT\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_**

**DOCK CHECK-LIST**

**SVL Building Permit Checklist:**

 **I-informational CNM-Condition Not Met**

 **N/A-Not Applicable CM-Condition Met**

* 1. Maximum length is 40 feet. Exception can be made.
	2. Material Requirements— none at present.
	3. Width requirements — none at present.
	4. Height requirements— none at present.
	5. Walkway requirements — none at present.
	6. Slide, slip, diving board or other enhancements — none at present.
	7. Mooring requirements— none at present.
	8. Float Requirements— none at present.
	9. LN/BB County Requirements— none at present.
	10. Electrical Restrictions/Requirements—none at present.
	11. Association permission & fee paid.

 Steve& DATE: REVIEWED AND approved ---unapproved (circle one)

**Building Regulations**

1. Owners and builders are urged to obtain a copy of current Covenants and Restrictions and their By-Laws before proceeding with construction. In the event that the Covenants and Restrictions or County codes are more restrictive than this application, the most restrictive provisions will apply. Linn County is zoned, and it is necessary to obtain a building permit from the Zoning Administrator in Mound city, (where applicable). Linn county and Association building permits are required for, but not limited to any additions to existing structures, moving, or constructing any structure on any lot and placement of holding tanks. Placement of docks, fences, walls, additions to drives/sidewalks, trenching or any major earth or gravel work require only an Association permit. Repair of driveways in kind does not require a permit. If in doubt, please check with the General Manager for clarification/additional information. Permit applications must be filed with the Association for signature and approval by the General Manager and the Architectural Control Committee.
2. Approved holding tanks with a minimum capacity of 1500 gallons must be installed on any lot containing a dwelling house, single wide or double wide manufactured home. Linn County and association permits are required. See Sanitation Code of Linn County for minimum standards.
3. Outside toilets are not allowed on any lot.
4. The exterior of the permitted structure shall be finished within six months of commencement of construction. If not completed within that time period, a new permit is required.
5. All materials used for construction of the exterior of the permitted structure shall be new. All permitted structures shall be painted or stained on the exterior.
6. Sheds and garages are to be used for storage only and must not contain living accommodations.
7. Not allowed on any lot are accumulations of trash, debris, vehicles not currently registered: vehicles disabled more than one month, campers/sheds/trailers/boats/docks or boathouses that are in disrepair or are unsightly.
8. Signs, other than addresses shall not be placed or maintained on any lot.
9. Construction of fencing requires a permit. Only Association approved types and heights of fences are allowed. Contact General Manager for details.
10. Placement of mobile homes or single wide trailers constructed prior to June 15, 1976, is not allowed.
11. Mobile home and camper plats are 5, 7, 9, 17, 18, 19 and 22 at Sugar Valley Lakes and 3, 4, 8, 9 and 10 at Hidden Valley Lakes.
12. Single wide manufactured homes are not permitted on building lots.
13. Placement of a dwelling house or a manufactured home or camper on lots located in the plats listed in section 11 above shall not be closer than 25 ft. to the front lot line, with a 10 ft. setback from the side and rear lot lines.
14. Campers with self-contained holding tanks may use the Association’s wastewater dumping facilities. Dumping of sewage including “gray water” is not permitted except at the Association’s wastewater dumping facilities.
15. See Linn County’s Zoning Regulations for minimum standard construction. Placement of new & existing mobile homes require a permanent poured or concrete block enclosure. Existing mobile homes that are remodeled must have enclosures constructed in the same manner. Additions to manufactured homes must comply with all requirements of C.A.B.O. One- and Two-Family Dwelling Code.
16. Building lots are all lots not located in plats listed in paragraph 11 above.
17. Dwelling houses must have a minimum of 600 square feet of floor space and must be situated on a permanent foundation.
18. Basements may not be occupied until the exterior of the dwelling is completed.
19. Pull type trailers, motor homes, campers and tents may be placed on building lots only when being used for temporary camping as outlined in Article III, Section 1 (f) of the Declaration of Covenants and Restrictions. Temporary camping during the period November 1-March 31 is defined by the Association as camping only when the member is present overnight and must not exceed ten days per month. Extended camping permits must be executed for the summer season (April 1-October 31). Summer temporary camping permits will be issued with certain restrictions and may be cancelled or denied, for cause at the discretion of the Board of Directors, General Manager, or the Architectural Control Committee. See separate form.
20. All double wide, modular, and other types of manufactured homes on building lots shall have footings and permanent concrete curtain walls. No skirting is allowed.
21. Before construction proceeds on a vacant lot, applicant is urged to obtain his own surveyor to establish lot corners. The Association cannot warrant correctness of existing lot corner stakes.
22. **REQUIRED PRIOR TO/DURING CONSTRUCTION SIGNATURE SCHEDULE:**

 Staking checked by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for Association) Date\_\_\_\_\_\_\_\_\_\_

 Initial construction phase checked by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for Architectural) Date\_\_\_\_\_\_\_\_\_\_

 Final construction checked by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for Architectural) Date\_\_\_\_\_\_\_\_\_\_

Revised 2009