

UNITED LOST LAKE PROPERTY OWNERS ASSOCIATION

PERMIT CHECK OFF LIST

Here's a quick and easy "check off" list of the things you'll need when applying for a building permit. Application will not be reviewed prior to this list being completed.

- _____ 1. All required building application forms are filled out and must be signed by the lot owner. Photocopies will not be accepted. Allow 30days for review.

- _____ 2. Copy of Ogle County Planning & Zoning and Health Department permits provided to the Association.

Septic as required for sewage treatment system_____ Sewer (with grinder pump)_____

Other_____

- _____ 3. Proof of insurance from the lot owner, designating UNITED LOST LAKE P.O.A. as the Certificate Holder. This is the Contractor's Proof of Insurance – a "Hold Harmless Clause" for the POA.

- _____ 4. Two (2) **COMPLETE** sets of blueprints bearing an Illinois architectural stamp, or approval by our building inspector (charge to review blueprints assumed by lot owner).

- _____ 5. One (1) current certified plat of survey, with scaled home location with setbacks.

- _____ 6. If the home will be built over 2 or more lots, fill out "REQUEST FOR MULTI-LOT VARIANCE" (This will reduce dues & assessments on the second lot the year following completion).

- _____ 7. A check for building fees in the amount of \$4,000.00 payable to UNITED LOST LAKE POA (\$2,000.00 refundable deposit and \$2,000.00 non-refundable deposit). **NOTE:** Any additional fees or fines incurred during the construction period will be deducted from the refundable \$2,000.00, including the forfeiture of \$500.00 if the exterior is not completed by six (6) months from the day the foundation is laid. Within 7-10 days after an ECC Certificate of Occupancy has been issued, and after any fees and/or fines have been deducted, a check for the balance from the \$2,000.00 refundable deposit will be mailed to you.
 - \$10 daily if Porta-potty is not on sight as construction begins. Placement of the Porta-potty should be done in a manner so as not to be an eyesore to neighbors.
 - \$10 daily if dumpster is not on site as framing begins. Dump trucks or pickups are not considered dumpsters.
 - \$500 after six (6) months if the exterior improvements are not completed. Then \$100 per month until completion.
 - \$250 for missed inspections.
 - \$100 for reinspections.

- The balance of the \$2000 refundable deposit will be returned to the contractor/owner if all requirements are met within the prescribed time frame and no fines are imposed.

_____ 8. Signed **“LOT OWNER/CONTRACTOR INFORMATION SHEET”**.

_____ 9. Building site is staked out as shown on the scaled drawing with lot pins clearly marked.

_____ 10. All trees to be removed over 3” in diameter are clearly marked for ECC approval, after the house is staked out and permit has been granted.

_____ 11. I have read, understand and agree to the terms and conditions of the Building Application package, the Covenants, By-Laws and Rules & Regulations.

Lot owner initials: _____

Date: _____