

FOR OFFICE USE ONLY (revised 08/26/24)

Permit # _____ Date Permit Issued _____

Check Amount _____ Check # _____

ACC Fee _____

Deposit _____

Water/Sewer Hookup (new home) _____

Cash Security Deposit or Letter of Credit (new home) _____

Contractor's Liability Insurance Included YES/NO On File YES/NO

Deposit Refund Request

Refund Date _____ Refund Amount _____ Refund Approval _____

**LAKE FOREST ESTATES COMMUNITY ASSOCIATION PERMIT APPLICATION
ARCHITECTURAL CONTROL COMMITTEE (ACC)**

I (we), the undersigned are familiar with and will comply with Articles VII and IX of the Lake Forest Estates, Inc. Covenants and Restrictions (blue book), Articles XIV and XV of the Lake Forest Estates Community Association By-Laws (green book) and all attachments to the ACC Construction Regulations packet. The rules and regulations are available online at www.lakeforestestatesmo.com.

Owners not having these books or packets may obtain a copy by contacting the Association office at 573-483-9861.

If you have any questions pertaining to construction, please contact the office at 573-483-9861 or by emailing lakeforest63670@gmail.com and your information will be turned over to an ACC committee member.

OWNER'S NAME _____

LOT # _____

ADDRESS _____

PHONE # _____

OWNER'S SIGNATURE _____

DATE _____

CONTRACTOR'S NAME _____

CONTRACTOR'S PHONE # _____

CONTRACTOR'S SIGNATURE _____

DATE _____

ALL PROJECTS USING EQUIPMENT OR A CONCRETE TRUCK DELIVERY REQUIRE A \$500 DEPOSIT

PLEASE INDICATE WHICH PERMIT TYPE YOU ARE APPLYING FOR:

- NEW HOME CONSTRUCTION – \$6100 as follows.**
\$100.00 Permit Fee - \$3000 Deposit from homeowner+ \$3000 cash security deposit or can furnish an irrevocable letter of credit for \$3000 from the bank to Lake Forest. This can come from the homeowner or the builder – A \$1700 non-refundable water and sewer hookup required for new homes. Paid to the Lake Forest Clean Water District.

- HOME ADDITION, LAKE WALL, OR OTHER MAJOR PROJECT - \$1100 as follows.**
\$100.00 Permit Fee (non-refundable) - \$1000.00 Deposit

- PATIO, DRIVEWAY, BOAT HOUSE, OR OTHER MINOR PROJECT - \$600 as follows.**
\$100.00 Permit Fee (non-refundable) - \$500.00 Deposit (Use of concrete truck and/or other equipment)

- DECK, COVERED PORCH/DECK, BOAT HOUSE, OR OTHER BUILDING CHANGE - \$100**
\$100.00 Permit Fee (non-refundable) – No deposit required.

- MAJOR LANDSCAPE PROJECT, DOG RUN OR KENNEL, TREE REMOVAL**
No Permit Fee - **\$500.00 Deposit may be required** depending on use of equipment.

- IRRIGATION SYSTEM - \$500**
No Permit fee - \$500 deposit with ACC inspection upon completion.

- CHICKEN COOPS**
No permit fee- No deposit required.

The Board of Directors and the ACC reserves the right to specify permit type per their discretion.

YOU, the homeowner, or contractor must apply for an extension BEFORE your permit expires.

Permit expiration date for new home construction is 9 months; driveway, sidewalks and patios is 2 months; covered boat slip, lake wall or home addition is 3 months.

Requests for water hook-ups must be given to the Community Manager 48 hours prior to the date wanted.

You must notify the Community Manager or Maintenance Manager at 573-483-9861 24 hours before any digging is started.

FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS MAY RESULT IN A FINE.

PROJECT CHECKLIST

Each item on the checklist is important, but specific items may not apply to your individual project.

1. Community Manager or Maintenance Manager must be notified 24 hours before **ANY DIGGING IS STARTED** – 573-483-9861.
2. Request for water hook-up must be requested of the Community Manager or Maintenance Manager **48 HOURS PRIOR TO DATE WANTED**.
3. **A copy of general contractors' liability insurance** is included or is on file in the Lake Forest Estates office (all projects). Please see the separate page for insurance requirements or the Lake Forest website for further information.
4. Building Lines: 60' to front property lines, 40' to back line, 15' from side lines, **UNLESS** a variance is obtained through the Architectural Control Committee (ACC) and approved by the Board of Directors. See Attachment #4.
5. One set of complete plans, which include: Site Plan with proposed building location, floor plans, and all elevations.
6. One copy of a recent survey to determine if the corners are correct.
7. The construction site must have a portable restroom on the premises until final inspection is completed.
8. Notifying the ACC for a footing inspection **BEFORE** concrete is poured.
9. **DRIVEWAYS** constructed above roadway **SHALL BE** constructed with a swale at culvert to divert storm water into drainage channel. We recommend a 15" ADS (Advanced Drain System) culvert pipe made of polyethylene be used.
10. Inspection of driveway forms showing provisions for swale or alternative drainage system must be made by ACC member **PRIOR** to pouring of concrete. For asphalt drive, the asphalt contractor must sign acknowledgement of swale requirements before paving begins.
11. Drainage channels shall not be filled during or after construction, nor shall any activity be undertaken which may obstruct or retard the flow of water through any drainage channels.
12. Silt Fence or bales of straw **MUST** be positioned along the road and/or lake and/or lowest side of the lot to prevent mud from washing into the culvert and then onto the road, or into the lake. They must be placed along the entire length of the property. The silt fence or bales must remain in place until grass has been established.
13. Color of exterior finish materials to be noted on the plans.
14. If propane is used, placement of tank must be on the plans.
15. **Permit expiration date** for new home construction is 9 months.
Driveway, sidewalks and patios, 2 months; boat slip, house, lake wall or home addition is 3 months. A 2-month or 3-month extension, as applicable, may be requested **PRIOR** to permit expiration for no charge. Only one extension will be granted.
Non-completion of the project by the permit end date, original or extension, will result in a

\$100.00 fine, payable in 15 days. Non-payment in 15 days shall cause the fine to double to \$200.00, payable by the 30th day after permit expiration. Non-payment of the \$200.00 fine by The 30th day shall cause the fine to double again to \$400.00. Non-payment of the \$400 fine, within 45 total days from the permit expiration date, shall cause action to be taken by the LFE Board including privilege forfeiture and/or liens against the property in question.

16. No fences are allowed without ACC approval
17. No unattached buildings. Garages must be attached to residence unless a variance is obtained through the ACC and approved by the Board of Directors.
18. The ACC, as representative of the Board of Directors, as well as adjoining neighbors (lots physically touching) must approve dog kennels, 8ft x 10ft and dog runs, 8ft x 20 ft. Layout sketches approved (signed) by adjoining lot owners must accompany the permit request. All kennels and runs must be located in the back yard, near the rear of the house. Pets are limited to 2 per household.
19. No outbuildings are permitted.
20. For assessment purposes: a lot becomes a home when a building permit for a house is issued. At that time the difference between the lot assessment rate of \$625.00 per year, (\$52.08 per month), and the home assessment rate of \$1250.00 per year, (\$104.16 per month). This prorated portion of the fiscal year (March 1st to February 28th) is due and payable with the building permit fee and the applicable security deposit. Effective March 1, 1997.

Example: Permit issued on September 1st (6 months remaining in the fiscal year) Home Rate \$104.16 per month Less Lot Rate \$52.08 per month \$52.08 difference x 6 months = \$312.48

21. If no damage to Lake Forest property (roads, sewer, etc.), deposits will be refunded when construction is completed if within the permitted time limit.
22. The owner's refundable deposit will be reimbursed **ONLY** after ACC reviews the job site and have conducted an acceptable final inspection.
23. All homeowners must read and adhere to the Cross Connection Agreement.
24. All homeowners must read and adhere to the Lead Ban Agreement.
25. An Architectural Control Committee(ACC) permit application must be submitted before building any chicken coop.
 - Chicken coops may be no larger than 8'x10' enclosed/fenced perimeter with an elevated, enclosed/solid coop within the perimeter. Coop must be solid floored, solid walled and have a roof. No wire walled coops will be allowed. The perimeter fence should be of a metal/wire variety. Several picture examples will be available at the office for reference.
 - Coop must be painted. No bare wood, plywood or OSB allowed.

- Color options for the coop are black, grey, white, red, brown or dark green.
- Only six(6) hens may be kept. Absolutely no roosters!
- Coop must be located in the back of the house and as far to the back of the property as possible without being located on Common Ground. Houses that back-up to another property owners lot must remain 15ft off of the property line. Lakeside lots should keep the coop no more than 15ft from the back of the house.
- No chickens will be allowed to run loose outside of the enclosure.
- Coop must be as clean as possible to prevent any unwanted smells or unsanitary conditions effecting neighbors. Lake Forest Estates Board of Directors and the Community Manager reserve the right to request a Coop be cleaned if it becomes necessary.
- No selling of eggs will be permitted as this violates the existing rule of not conducting business out of a residence.
- Empty coops must be re-populated or removed within 30 days of being empty. No empty coops will be allowed to remain after being empty for 30 days

Homeowner's

Signature _____ Date _____

ACC Member

Signature _____ Date _____