

Additional Construction Application Checklist

1. Have owner or contractor complete two copies of the application.
2. Prepare a drawing of proposed addition(s) with actual measurements and property setback lines.
3. Check whether utilities are to be added or modified.
Electric _____ Water _____ Telephone _____
4. Check that POA fees are up to date. (check accounts receivable— If lot is not listed, fees are up to date).
 - A. Log request in journal and assign next permit number.
 - B. Sign approval block of the application. (2 cys. 1 to applicant, one for poa file).
 - C. Fill out permit. Have owner or contractor sign statement on the bottom of the permit and give to applicant to post at job site.
 - D. Place application request, copy of plans, and copy of approval letter in file folder.
5. If not approved, advise applicant of the problem.
 - A. Tell applicant that his/her request will be kept on hold if they want to redesign project to eliminate problem.
 - B. If applicant is reluctant to redesign, offer to take project before the board and that you will call with the results in three days following the board meeting.

Notes:

1. Completion and cleanup should be completed within three (3) months from start date.
2. Setbacks (measured from closest point of structure/addition)
 - A. Corner lots
 - Side street – 10 ft from county right of way
 - Front – 30 ft. Adjoining lot side – 5 ft.
 - B. Other lots
 - Front – 30 ft (10' if less than 100 ft deep)
 - Side – 5 ft.
2. Lots of 50 ft frontage or less may be measured from foundation to side property line provided owner has obtained a release of right-of-way from each utility company. Roof overhang may not exceed two ft into side setback and no other projections into setback are allowed. The 30 ft and 10 ft front setbacks will still be measured from the closest point of the structure.