

PROCEDURE FOR A CONSTRUCTION PERMIT

DOCKS & CONSTRUCTION ON COMMON AREAS

1. Obtain a Building Permit Application from the Association Office if all monies owed the Association are paid. The completed application, with attachments and application fee must be returned to the Association office prior to the first Friday of the month, to be included on the agenda of the Lake Improvement Board the same month.
2. Scale drawings are required of the existing and proposed improvement. North should be indicated on the drawings. If the application is for a dock, then all docks owned by the applicant, and all docks within 50 ft of the new dock, shall be identified with dimensions, roof elevation (if a covered dock,) lot/block and registration plate numbers. This includes all docks on the opposite side of the cove if they are within 50 ft of the new dock. All distances between docks must be accurate. The contour of the shoreline/seawalls must be indicated accurately. (Google Earth is free and recommended.) If the above requirements are not met, the application will be returned.
3. Enclosed boathouses will not be permitted for new construction and are not to be moved or modified with regards to size and dimensions.
4. Applications properly submitted, will be heard by the Lake Improvement Board, on a first-come, first-serve basis, with all persons involved being notified of the time and date. The number of cases heard each month is strictly limited to fifteen.
5. After applications are approved by the Lake Improvement Board, applicants must obtain a Building Permit from City Hall, which may require an appearance before the Board of Adjustment.
6. Docks constructed at the boat ramp may require additional fees.
7. Contact the Association Office at 816-578-4272 when construction is completed.

CONSTRUCTION WITHIN PROPERTY LINES

1. Building within "property lines" requires a permit from the Lake Lotawana Association. You must have a current survey of your property with the proposed construction drawn on it. This includes complete home construction and any construction changing the footprint of an existing structure, fences, patios, landscaping, decks, roofs and garages.
2. After applications are approved by the Lake Lotawana Association, Applicants must obtain a Building Permit from City Hall, which may require additional paperwork and an appearance before the Board of Adjustment.
3. Contact the Association Office at 816-578-4272 when construction is completed for inspection.

APPLICATION FOR REVOCABLE CONSTRUCTION PERMIT

Note: This application must be completely filled out.

The undersigned, an owner of Block _____ Lot _____, Lake Lotawana, Missouri, hereby makes application for a permit to build and maintain the following improvement within the boundaries of Lake Lotawana Association, Inc.

Location: Lake Parkway Walkway Within Property Lines Will dock have power? _____

Lot/block numbers within 50 ft: _____

Type of Improvement: Dock/Lift Wall/Seawall-Length _____ Walk/Steps-Sq. Ft. _____
 Deck-Sq. Ft. _____ Fence Landscaping Garage-Sq. Ft. _____
 Existing Structure-Sq. Ft. _____ New House-Sq. Ft. _____ Other
 Driveway/Parking Area/Patio-Sq. Ft. _____ ROAD IMPACT FEE Amount Paid _____

Description of Improvement: Attach Current Boundary Survey and Site Plan with scaled drawing of improvement (for construction within property line only) or scaled drawings (for docks and seawall construction only).

CONTACT THE ASSOCIATION OFFICE AT 816-578-4272 WHEN CONSTRUCTION IS COMPLETED.

As consideration for the permit applied for herein, I agree to take all responsible precautions, to prevent accident or injury to all persons or property, and will indemnify and save harmless, Lake Lotawana Association, Inc., and its affiliates, from any and all loss or claims of damage of whatsoever kind or character, by reason of this building and maintenance of the above described improvement.

I hereby agree that this application is personal to the applicant and may not be transferred, assigned or inherited without consent by the Grantor, and that the license and permission applied for herein shall be revocable at any time by the Grantor, and that I will remove said structure immediately upon receipt of written notice to do so.

All maintenance and special assessments shall be paid up-to-date prior to issuance of this permit. A City Building Permit must be obtained within 7 days after approval by the Association.

Owner's Name: _____ Date: _____

Owner's Signature: _____

Address: _____ Phone: _____

Contractor's Name: _____ Phone: _____

Office Use Only

Affected Owners: _____

Notified: _____ Permit Approved: _____ Case No.: _____

Lake Improvement Board Agent: _____

Lake Lotawana Association Annual Assessments Paid? Yes No

Date Issued: _____ Permit No. _____