

Lake Lotawana Association, Inc.  
10417 E. Thompson Road  
Lake Lotawana, Missouri 64086  
816-578-4272 Fax 816-578-4080

## PROCEDURE FOR A CONSTRUCTION PERMIT

*All dues and any other amounts owed the Association **MUST** be paid before application is processed.*

### DOCKS, CONSTRUCTION ON COMMON AREAS, AND CONSTRUCTION LISTED:

1. A completed application must be turned in to the Association office with attachments and all fees related to the permit to be processed for a hearing before the Lake Improvement Board (LIB). However, some cases do not require an LIB hearing. The total number of cases are limited to 15 so it is advisable to submit the application as soon as possible. **PERMIT APPLICATION FEES ARE NON-REFUNDABLE.**
2. **Scale drawings are required of the existing and proposed improvement.** North shall be indicated on the drawings.

If the application is for a dock, provide: Aerial photo of existing showing enough area to understand boat traffic, site plan with proposed dock improvements, elevations of dock sides with height measurements of roof/deck and of eave and all photos of existing conditions, including the area affected, as well as all sides thereof. All docks owned by the applicant and all docks within 50 ft radius of the new or modified dock shall be identified on the site plan with dimensions, 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 or modified dock.) All distances between docks must be accurate. (See drawing examples.) The contour of the shoreline/seawalls must be indicated accurately. (Google Earth and Jackson County Parcel Viewer are free and allow scaling for help in drawing.) **If the above requirements are not met, the application will not be accepted or heard by the Lake Improvement Board (LIB) and your application will not be scheduled for a hearing.**

3. Enclosed boathouses will not be permitted for new construction and are not to be moved or modified as to size and dimension.
4. Applications properly submitted will be heard by the Lake Improvement Board on the 4<sup>th</sup> Thursday of the month on a first-come, first-served basis, with all persons involved being notified of the time and date to the best of our abilities. The standard number of cases heard each month is typically limited to 15.  
**An owner of the property or authorized representative must be present at the meeting.**
5. Docks constructed at the boat ramp must not block access for others and a fee will be assessed.
6. Contact the Association Office at 816-578-4272 *when construction is completed for inspection.*

### CONSTRUCTION WITHIN PROPERTY LINES:

1. You must have a current survey of your property with the existing conditions and proposed construction drawn on it. This includes complete home construction and any construction changing the footprint of an existing structure including garages, decks, patios, fences, and landscaping. Setbacks and encroachments must be included on the drawing. All variances and other non-compliant aspects of the proposed construction **MUST BE** specifically highlighted and noted.
2. Contact the Association Office at 816-578-4272 when construction is completed for final inspection.

**CONSTRUCTION PERMIT FEES**  
**(Must Complete a Construction Permit)**

|  |          |
|--|----------|
| New House .....  | \$500.00 |
| House addition, garage, carport and Lake Improvement Board cases ..... | \$100.00 |
| Seawalls, structural walls, driveways, parking pads, sidewalks .....   | \$ 50.00 |
| patios, swimming pools, fences, roofs, stairs and demolition.          |          |
| Parkway Use Permit.....  | \$ 50.00 |
| Road Boring (separate permit).....                                     | \$ 50.00 |

**DUMPSTER FEES**  
**(Must Complete a Dumpster Permit)**

|                 |          |
|-----------------|----------|
| 10 Cu. Yd. .... | \$ 25.00 |
| 20 Cu. Yd. .... | \$ 50.00 |
| 30 Cu. Yd. .... | \$ 75.00 |

**ROAD IMPACT FEES**

|   |                        |
|---|------------------------|
| Construction-New house ( <i>plus driveway, sidewalk, patio</i> ),<br>house addition, garages, carports, driveways, parking pads,<br>sidewalks and patios..... | \$0.50 Per. Sq. ft     |
| Seawall/Retaining Wall ( <i>up to 3 ft. tall</i> ) .....  | \$2.00 Per linear ft.  |
| Retaining Wall ( <i>over 3 ft. tall</i> ).....  | \$0.50 Height x Length |
| Decks, steps and walkways ( <i>Wooden</i> ).....  | \$0.25 Per Sq. ft.     |
| Roofs.....  | \$0.10 Per Sq. ft      |
| Demolition.....   | \$0.25 Per Sq. ft.     |

**\*\*\*\* No fee charged if owner/member is doing work and not hiring a contractor or have any materials delivered \*\*\***

**DOCK IMPACT FEES**

|                                       |                          |                  |
|---------------------------------------|--------------------------|------------------|
| Swim or Single Well .....             | Uncovered \$75.00.....   | Covered \$150.00 |
| Double Well .....                     | Uncovered \$100.00 ..... | Covered \$200.00 |
| Triple Well .....                     | Uncovered \$150.00.....  | Covered \$300.00 |
| Temporary Dock Storage (90 days)..... |                          | \$100.00         |

Lake Lotawana Association, Inc.  
 10417 E. Thompson Road  
 Lake Lotawana, Missouri 64086-9705  
 (816) 578-4272; Fax 816-578-4080

## 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:     Within Property Lines     Parkway     Lake    Will dock have power? \_\_\_\_\_

Lot/block numbers within 50 ft: \_\_\_\_\_

Type of Improvement:

- Dock/Lift \_\_\_\_\_
- Wall/Seawall                      Lin. Ft. \_\_\_\_\_ x \$2.00 = \_\_\_\_\_
- Walk/Steps                              Sq. Ft. \_\_\_\_\_ x \$0.25 = \_\_\_\_\_
- Fence                                      Lin. Ft. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
- Landscaping                              Sq. Ft. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
- Roof                                        Sq. Ft. \_\_\_\_\_ x \$0.10 = \_\_\_\_\_
- Existing Structure/Demo              Sq. Ft. \_\_\_\_\_ x \$0.25 = \_\_\_\_\_
- New House/Addition                    Sq. Ft. \_\_\_\_\_ x \$0.50 = \_\_\_\_\_
- Drive/Parking Area/Patio            Sq. Ft. \_\_\_\_\_ x \$0.50 = \_\_\_\_\_
- Deck                                        Sq. Ft. \_\_\_\_\_ x \$0.25 = \_\_\_\_\_
- Garage                                     Sq. Ft. \_\_\_\_\_ x \$0.50 = \_\_\_\_\_

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). All proposed changes must be listed and variances to our rules highlighted.

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

This work or other modification or changes have already been completed.

As consideration for the permit applied for herein, I agree to follow all application rules, regulations and laws related to the work described herein and will take all responsible precautions, to prevent accident or injury to all persons or property, and will indemnify and save harmless, Lake Lotawana Association, Inc. (Grantor), 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 permit and associated fees shall be paid prior to issuance of this permit and must be paid when turning in permit application. PERMIT APPLICATION FEES ARE NON-REFUNDABLE.

**Owner Info:**

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_ or: \_\_\_\_\_

Date: \_\_\_\_\_

**Contractor Info:**

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_ or: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only**

Affected Owners: \_\_\_\_\_

Notified: \_\_\_\_\_ Permit Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Case No.: \_\_\_\_\_

Lake Improvement Board Agent: \_\_\_\_\_

Lake Lotawana Association Dues Paid? Yes No

Date Issued: \_\_\_\_\_ Permit No. \_\_\_\_\_