

ENVIRONMENTAL CONTROL COMMITTEE

Accessory Permit Application

Property Owner Name: _____

Property Address: _____

Present Telephone Number: _____

Heritage Lake Subdivision LOT(s): _____ UNIT: _____

Builder/Contractor: _____

Builder Address: _____

Builder Phone Number: _____

Received by ECC: _____

Hereafter the Heritage Lake Homeowner's Association is referred to as HLA. The Covenants, Conditions, Easements, and Restricts document that every HLA member must agree to prior to becoming a member is referred to hereafter as the CCE&R's and the Erosion Control and Drainage Channel/Bank Stabilization Policy is referred to hereafter as the ECP.

After submitting this permit, the ECC will arrange a meeting with the interested parties to go over the following points in the permit plus any applicable parts of the CCE&R's and/or the ECP. All structures must comply with the HLA CCE&R's. The guidelines contained with this permit are reminders and clarifications of the regulations contained in the CCE&R's. The legal interpretation of the CCE&R's takes precedence over the guidelines presented here if found in conflict.

The following fee(s) are applicable to this permit:

Permit fee: \$30

Date Paid:

By Whom:

The ECC will require all applicable Tazewell County permits to be acquired before granting this permit. Acquiring the correct Tazewell County permits does not guarantee approval by the ECC. The ECC has 30 days from the receipt of this permit to approve/disapprove. A copy of the permit will be kept at the Heritage Lake office.

ECC Action Approval Disapproval

ECC Members' signatures (two required):

_____ Date: _____

_____ Date: _____

Houses (with and without garages) are covered by the House Building Permit. This permit only applies to the following structures.

1. **Type of structure proposed:** (check appropriate category)

- Outbuilding/Shed
- Garage
- Dock
- In-ground pool or above-ground pool greater than four feet depth
- Fence
- Driveway

2. **Garage/Shed:** Front setback is same as house. Side and rear setbacks are 5 feet. The combined floor square feet of all outbuildings/detached garages per dwelling must not exceed total ground floor square feet of dwelling plus attached garage. Outbuildings may not exceed 15' height.

- a. Size (Length/Width/Height) Total square feet:
- b. Construction material
- c. Exterior covering and color
- d. Foundation / floor material

3. **Dock:** Docks may not extend more than 15 feet from the normal lake level mark into Heritage Lake.

- a. Type of material
- b. Length (total)
- c. Height

4. **Pool:** All in-ground pools must be enclosed by a fence and a locking gate. All above ground pools are not required to have a fence but are required to have retractable ladders in such a way to be an effective barrier to small children. State/County regulations on these pools are enforced.

- a. Size: square feet depth

- Above ground
- In ground

What safety barrier is to be implemented?

5. **Fence:** No privacy fences are allowed. Fence may not block line of sight. Fence may not be in front yard. Fence may not exceed six feet in height. Side and rear setback is one foot from property line.
- a. Type of material
 - b. Length (total)/ Height
 - c. Reason
6. **Driveway:** Driveway setback is one foot from side or rear property line. If paved driveway extends to HLA roadway the homeowner must sign the **Request for Access Easement Change** to recognize the liability of the homeowner for any damage to the driveway surface and damage to HL equipment caused by the extension into the HL right of way next to the roadway. Driveway must not block current drainage or change drainage pattern to cause erosion or diversion onto another owner's property without the owner's consent. This easement is 10 feet from the edge of the road.
- a. Type of material
 - b. Length (total)
 - c. Request for Access Easement Change form signed?
7. Will trees be removed? Tree removal is only allowed within 10 feet of construction and septic field.
- Yes (if yes, please specify number) (Mark the trees to be removed with paint or ribbon)
 - No

Do not remove trees or clear ground prior to the submission and notification of approval or disapproval of the building permit. Trees over three inches in diameter must be approved by the Environmental Control Committee before removal. Any cutting of trees over three inches in diameter without the approval of the ECC will result in a fine of \$100.00 per tree. Clearing/Grading will result in a \$500 per incident and \$500 per day until either permission is granted or proper ground cover is established.

8. Are lot owner and builder in good standing with HLA? Approval requires owner and builder to be in good standing with the HLHA in regards to all fines, fees, and assessments. Any issues should be listed here.
9. Is there anything else that you need to tell the Environmental Control Committee in this building permit process?

ECC Requirements

- Completed Accessory Building Permit Application
- Tazewell County Building Permit
- Attach any drawings, maps or plans that help explain structure

_____ Date: _____
Property Owner's Signature

_____ Date: _____
Contractor's Signature (if applicable)

*Protests to this opinion must first be filed with the ECC. The ECC will meet as a group with the affected parties to hear issues. If complaint is unsatisfied, a second protest may then be placed with the Heritage Lake Board at the next monthly meeting. To add protest to the board meeting agenda, contact the Heritage Lake office. The board decision at this meeting is final.

REQUIREMENTS FOR ACCESSORY PERMITS

The following requirements for an accessory permit from Heritage Lake have been established by the Heritage Lake Environmental Control Committee (ECC):

1. **Read** the CCE&R's and the Erosion Control. This is a private homeowner's association and every lot owner and builder/guest is subject to the regulations. The regulations have been established by the members for the betterment of our community, our property, and our environment.
2. **Most important**, contact the ECC to walk through your lot to determine if accessory is feasible before you proceed to clear it. HL rules take precedence over County rules and should be discussed before applying to the County. You can submit this application before you receive County approvals but **the ECC will require all applicable Tazewell County permits to be acquired before granting this permit.**
3. **Garages/Sheds:** Provide at least one copy of your **building plans and a plot plan** of the lot to the ECC. All **plot plans** submitted to the committee for consideration in the building permit process shall contain:
 - a. Lot lines and corner markers found, for boundaries of lot
 - b. Location and dimensions of existing and proposed structures
 - c. Proposed driveways and off street parking areas
 - d. Location of septic system
 - e. Current and new drainage patterns
 - f. Tree removal/land grading locations
 - g. Plan for the permanent control of the erosion created by development. Retaining walls, buffer zones, terraces must be drawn in.
 - h. Contour lines must be included on this plan at 2' gradients.
 - i. Drainage channels and severe slopes must also be on plot plan.
4. **Stake out your project** in respect to all setbacks. Objects that need defined by staking are the house, driveway, garage, and septic system. In brief the **setbacks for a garage** are as follows:
 - a. Front setback is equal to one-half ($\frac{1}{2}$) the width of the adjoining right-of-way.
The setback is measured from the lot line.
 - b. Front setback on corner lots applies to each lot line that runs adjacent to a road. Therefore a corner lot will have at least two front setbacks.
 - c. Front setback on a cul-de-sac lot shall be on an arc the radius of which is equal to the radius of the cul-de-sac plus thirty-three (33) feet.
 - d. Side setbacks are 10 feet from the lot line to the overhang.
 - e. Rear setback is 30 feet or 25% of the depth of the lot, whichever is greater. (example: a 200 foot deep lot would have a 50 foot rear setback).
 - f. Rear setback for a lake lot is 50 feet from the high water mark of the lake.
 - g. On lots that are near the high power electrical lines and towers, there is a 50' CL (center line) setback from the lines. It is the responsibility of the lot owner to confirm proper setback with the utility company.

5. **No live tree removal is allowed** at HLHA without the permission of the ECC. Contact the committee **before** clearing any trees over 3 inches in diameter. Fine is \$100 per tree.
6. Failure to apply for a permit before construction of an accessory will result in a \$100 fine per incident and non-complying actions will be required to be remedied/removed. Failure to remedy/remove will result in a \$100 fine per day.
7. All **cleared land must be protected** according to the Heritage Lake ECP, Tazewell County ordinances, and State of Illinois regulations pertaining to ground cover, slope, and erosion. Basically you must prevent sediment and pollutants from leaving your property with silt fences and ground cover.
8. Construction of outbuildings and garages will not be allowed in the **drainage channels and slump areas** of natural swales and gullies where in the opinion of the ECC:
 - a. There would be damage to the structure from the flow of water.
 - b. The new construction would cause additional erosion above existing conditions.
 - c. The current drainage flow would be diverted onto another property either against the owner's wishes or would create an environmentally unsound concentration of drainage.
 - d. The current drainage is blocked thereby creating ponding and stagnant conditions.
9. There will be **no filling or alteration of natural swales and gullies** without written approval from the ECC and the HLA Board.
10. Construction will not be allowed in **flood prone areas** and seasonal wet areas.
11. The ECC will hold open the building permit for **6 months** after approval. **If construction is not completed after 6 months from the date the permit was granted, the ECC will cancel the permit and return the net deposit less any fines, fees, or damages.** The permit and environmental impact fees will not be refunded and must be paid again if a new permit is sought. Before building can commence the permit application process will have to be repeated. After the initial term, the permit will be extended another 6 months after payment of \$100 fine. Every 6 months after this extension, the fine will be \$500 until the construction is complete (approval of Final Occupancy Inspection).
12. Be sure you and your builder are in **good standing** with the HLA. All fines, fees, and assessments must be current.
13. To reduce erosion potential from bare ground over the winter and early spring, construction will not be allowed to begin during the period from November 1st to March 31st.

Any violation of the building requirements during construction will subject the lot owner and/or contractor to work stoppage and/or fines.