

# ENVIRONMENTAL CONTROL COMMITTEE (ECC)

## Building Permit Application for House

Property Owner Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

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

Heritage Lake Subdivision LOT(s): \_\_\_\_\_ UNIT: \_\_\_\_\_

Property Address: \_\_\_\_\_

Builder (if not property owner): \_\_\_\_\_

Builder Address: \_\_\_\_\_

Builder Telephone: \_\_\_\_\_

Date building permit form submitted to Environmental Control Committee:

Rec. ECC: \_\_\_\_\_

Hereafter the Heritage Lake Homeowner's Association is referred to as HLHA. The Covenants, Conditions, Easements, and Restricts document that every HLHA 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.

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

**Environmental Impact fee for new house: \$2,000 Required**

Date paid:

By whom:

This permit applies to all construction on lot during construction.

Please complete the following:

1. Type of structure proposed (check appropriate category):
  - House with attached garage
  - House with unattached garage
  - House with no garage
  
2. House description
  - a. Number of square feet living space on ground level: \_\_\_\_\_ Total: \_\_\_\_\_
  - b. Style:
    - Ranch
    - Bi-level
    - Two-story
    - Tri-level
    - Other (please specify)
  
3. Exterior covering:
  - Brick
  - Stone
  - Wood
  - Vinyl
  - Other (please specify)
  
4. Exterior Color(s):
  - a. Siding:
  - b. Roofing material and color:
  
5. Masonry data (only foundations of aggregate type construction will be considered):  Full basement
  - Crawl space
  - Other (please specify)
  
6. Foundation material: no wood or packed gravel is allowed
  - Poured walls
  - Block walls
  
7. Special features (please mark all that apply):
  - Walk-out basement
  - Drive under garage
  - Steps up to grade level
  - Patio
  - Garage apron
  - Other (please specify)

8. Interior features (please check all appropriate items and indicate quantity if more than one):
- Living Room
  - Den
  - Dining Room
  - Kitchen
  - Bedrooms
  - Bathrooms
  - Utility Areas
  - Family Room
  - Fireplace
  - Wood Burning Stove
9. Heating:
- Natural gas
  - Propane gas
  - Electric baseboard
  - Electric forced air
  - Other (please specify)
10. Unattached Garage:
- |                          |                    |
|--------------------------|--------------------|
| a. Length/Width          | Total square feet: |
| b. Construction material |                    |
| c. Exterior covering     | d. Exterior color  |
11. Decks and porches - must be shown on building plans as well as plot plans submitted for the building permit:
- |                 |                          |
|-----------------|--------------------------|
| a. Length/Width | b. Construction material |
|-----------------|--------------------------|
12. 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 \$100 per day until either permission is granted or proper ground cover is established.**

13. Describe the type of septic system and field that this house will have. **You must provide the ECC with the Tazewell County Health Department Septic Permit before approval.**

14. Is this your own home?

- Yes
- No

15. Is this a spec home?

- Yes, please sign here after reading the following:
- No

**The ECC will only allow one permit for a spec house to be granted and open at any time. Once this house is sold to the future occupant at any time during the construction, the spec house status on that permit will change and another spec house permit can be granted. Permits will be granted in the order that they were received by the date submitted. This regulation is in place to protect the timeliness of sale and home value of our 500+ home owners in our private lake association. At any time there are a number of homes for sale at HLA and in the interest of the homeowners, the ECC cannot dilute their value by competition with an equal number of spec homes. Refer to CCE&R section 5.A.ii.cc.**

16. Will your structure be resting on, attached to and supported by a perimeter foundation? (The foundation must be poured concrete or block.)

- Yes
- No

17. Has proper Right of Refusal been obtained from lot owners on the right and left of property? Are there property line disputes? Proof will be required if the lot has been purchased less than 3 years before filing of this permit. The ECC will not grant approval until all known legal issues or claims on property have been resolved by the property owners.

18. Are lot owner and builder in good standing with HLHA? 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.

19. Is there anything else that you need to tell the Environmental Control Committee in this building permit process?

**ECC Requirements**

- Completed Building Permit Application for House
- Building Plans
- Plot Plans / Site Development Plan
- Tazewell County Building Permit           #:
- Septic Plans/Design & Tazewell County Septic Permit           #:
- Geological and Soil Plan
- Drainage Control Plan
- Site Grading and Excavation Plan

\_\_\_\_\_ Date: \_\_\_\_\_  
 Property Owner's Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
 Contractor's Signature (if applicable)

**ECC Action**

- Approval
- Disapproval

**ECC Members' signatures (two required):**

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

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

Protests to this opinion must be 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 which will convene a special meeting to hear both the ECC and the affected parties. The board decision at this meeting is final.

**Heritage Lake Office** phone: **309-359-8012**      email: [office@heritagelakeassociation.com](mailto:office@heritagelakeassociation.com)

## REQUIREMENTS FOR BUILDING PERMITS

The following requirements to the permit process for a building permit from Heritage Lake have been established by the Heritage Lake Environmental Control Committee (ECC):

1. **Read** Declaration of Covenants, Conditions, Easements, and Restrictions of Heritage Lake (the CCE&R 's), Erosion Control Policy and other documents contained in Builder's Packet. 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 it is buildable 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 HL will hold final approval until after the Country permits have been obtained.
3. 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. Proposed 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 house and garage** are as follows (Setbacks are measured from the lot line, unless stated otherwise):
  - j. The front building setback line shall be equal to one-half (1/2) of the width of the adjoining road right-of- way. In the event that on a particular lot the width of said lot shall be less than sixty (60) feet at that point, then the building set-back line on that lot shall be established at the point where said lot has a minimum width of sixty (60) feet.
  - k. Side Yards - The side yard set-back line shall be not less than ten (10) feet from the side line of the lot, except where said lot is a corner lot, and in such case the minimum side yard set-back line shall be equal to one-half (1/2) of the width of the adjoining road right-of-way..
  - l. Rear yards: If the rear of a particular lot abuts on a road, whether public or private, the minimum rear setback line shall be equal to one-half (1/2) of the right-of-way of said road. If the rear of a particular lot abuts on Heritage Lake, the minimum rear setback line shall be fifty (50) feet from the normal high water mark of said Lake, which is at elevation 657 feet. In all

other cases, the minimum rear setback line shall be thirty (30) feet or twenty-five (25) percent of the depth of the lot, whichever is greater.

- m. Cul de Sacs: If the particular lot abuts on a cul de sac, the front building Set-back line shall be on an arc the radius of which is equal to the radius of the cul de sac plus thirty-three (33) feet.
5. Be sure you and your builder are in **good standing** with the HLHA. All fines, fees, and assessments must be current.
  6. Provide date of ownership of lot and proof of signed/waived right of refusals.
  7. To reduce erosion potential from bare ground over the winter and early spring, no building starts will be allowed in the period from November 1<sup>st</sup> to March 31<sup>st</sup>.
  8. Heritage Lake road weight limits go into effect on January 1<sup>st</sup> of each year and are in effect until April 15<sup>th</sup> of each year. A maximum allowable load of 6 tons (12,000 lbs.) will be strictly enforced.
  9. **Minimum living area** on the ground level of a dwelling cannot be less than 750 feet.
  10. HLHA mandates that all new homes constructed in the Heritage Lake Homeowner's Association are required to have a backflow regulator attached to the water line coming into the house. This complies with the Illinois EPA regulation as of May 1, 1991.
  11. House must face the road and/or in same direction as neighboring houses. House must be centered on lot if possible; only in special circumstances may a house be placed off center while still meeting all setback variances.
  12. **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.
  13. Failure to apply for a permit before **clearing of land or grading** for construction will result in a \$500 fine per incident and non-complying actions will be required to be remedied. Failure to remedy will result in a \$100 fine per day.
  14. All **cleared land must be protected** according to the Heritage Lake ECP, the Tazewell County Erosion, Sediment and Storm Water Control Ordinance, 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.
  15. Construction of homes 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:
    - n. There would be damage to the structure from the flow of water.
    - o. The new construction would cause additional erosion above existing conditions.
    - p. 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.
    - q. The current drainage is blocked thereby creating ponding and stagnant conditions.

16. There will be **no filling or alteration of natural swales and gullies** without written approval from the ECC and the HLHA Board.
17. Construction will not be allowed in **flood prone areas** and seasonal wet areas.
18. Entrance to construction site must be in place with culvert, **as determined by HLHA**, before construction may begin. This entrance need only be completed from street to property line, but must be in place and used as the only entrance to the construction site.
19. No part of a septic system may be closer than 50 feet from the lake or stream emptying into the lake.
20. **Be sure to check with Tazewell County Health Department to see if any septic variances are needed. As of May 2003, in the interest of public and environmental health, no variances, building, or septic, will be granted in Heritage Lake unless under very special circumstances.**
21. Section 2.E. of the CCE&R's establishes **time limits** to open permits and construction. The ECC will hold open an approved building permit for **6 months** after its approval. If substantial progress towards the completion of the project is not made during these 6 months, the ECC will cancel the permit when 6 months is past and return the net deposit less any fines, fees, or damages. Before building can commence the permit application process will have to be repeated again. The permit and environmental impact fee will not be refunded and must be paid again if a new permit is sought. Substantial progress is defined as the foundation has been dug and poured. **Otherwise, if construction is not completed after 6 months from the date the permit was granted, the permit will be extended another 6 months after payment of \$100 fine.** For every 6 months after this extension, there will be a \$500 fine until the construction is complete through Final Inspection.
22. Keep trash picked up and only burn paper and wood products. Do not leave fires unattended as this will cause forest fires.

Remember that a **County building permit** is needed in **addition** to the Heritage Lake Building Permit. This permit is available at the Tazewell County Zoning Office in Pekin, Illinois. Also, a County **septic permit** (for home construction) is **required before** any building permit (Heritage Lake or Tazewell County Permit) may be finally approved. Provide copies of all permits and maps to HLHA.

**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 this permit will be kept in the lot owner's file at the HL office.**