

ENVIRONMENTAL CONTROL COMMITTEE

Accessory Permit Application

Property Owner Name: _____

Property Address: _____

Telephone Number: _____

Email Address: _____

Heritage Lake Subdivision LOT(s): UNIT _____

Builder/Contractor: _____

Builder Address: _____

Builder Phone Number: _____

Date permit form submitted to Environmental Control Committee: _____

Rec. E.C.C. _____

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 ECC will require all 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 this permit will be kept at the Heritage Lake office. revision: 01/18/2007

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

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

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

2. Garage/Shed: Front setback is same as house. Side and rear setbacks are **10** 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. The square footage of an unattached garage must not exceed the ground-level square footage of the house on said lot.

Size (Length/Width/Height) Total square feet: _____

Construction material _____

Exterior covering and color _____

Foundation / floor material _____

3. Dock: No dock or other structure may be constructed in such a manner that any portion thereof extends more than fifteen (15) feet from the low lake level mark (651 feet) into Heritage Lake.

Type of material _____

Length (total) _____

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.

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 four feet in height.

Type of material _____

Length (total)/ _____

Height _____

Reason _____

6. 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. **Driveway:** Driveway setback is one foot from side or rear property line. If paved driveway extends to HL 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. (revision 02-25-2019)

Type of material _____

Length (total) _____

Request for Access Easement Change form signed? _____

Attach any drawings or maps that help explain structure.

7. Will trees be removed? Tree removal is only allowed within 10 feet of construction and septic field.

☐ 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.

8. Are lot owner and builder in good standing with HLHA? Approval requires owner and builder to be in good standing with the HLHA in regard 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

Property Owner's Signature: _____ Date: _____

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

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 ACCESSORY 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) and Erosion Control Policy. This is a private homeowner's association, and every lot owner and builder/guest are 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 HL will hold final approval until after the Country permits have been obtained.
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: Lot lines and corner markers found, for boundaries of lot Location and dimensions of existing and proposed structures

Proposed driveways and off-street parking areas
Location of septic system
Current and new drainage patterns
Tree removal/land grading locations

Plan for the permanent control of the erosion created by development. Retaining walls, buffer zones, terraces must be drawn in.

Contour lines must be included on this plan at 2' gradients

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 (Setbacks are measured from the lot line, unless stated otherwise) 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.

Side Yards - The side yard set-back line shall be not less than ten (10) feet from the sideline 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

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

Cul-de-Sacs: If the 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. (revision 2/25/2019)

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: There would be damage to the structure from the flow of water.

The new construction would cause additional erosion above existing conditions.

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.

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 HLHA Board.

10. Construction will not be allowed in flood prone areas and seasonal wet areas.

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 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.

Be sure you and your builder are in good standing with the HLHA. All fines, fees, and assessments must be current.

To reduce erosion potential from bare ground over the winter and early spring, no building starts will be allowed in the period from October 31st to March 31st.