



SPRING CREEK ASSOCIATION
BUILDING/FOUNDATION APPLICATION FORM

Property Owner Name: \_\_\_\_\_ Property Owner Daytime Ph. #: \_\_\_\_\_

TRACT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONING \_\_\_\_\_ Property Address \_\_\_\_\_

Mailing Address of Property Owner: \_\_\_\_\_

Email of Property Owner: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor Ph. #: \_\_\_\_\_

Contractor Mailing Address: \_\_\_\_\_

Requesting Approval of: \_\_\_\_\_

Color/Material: \_\_\_\_\_ SF / LF of Project: \_\_\_\_\_

\*\*\*\*\* PLEASE READ AND INITIAL ALL ITEMS ON BACK OF FORM OTHERWISE PERMIT WILL NOT BE SIGNED \*\*\*\*\*

This Building/Construction Permit Expires 180 days from the date approved.

NOTE: Three (3) copies of plans shall be submitted. One (1) copy will remain with the COA. All copies .50 cents per page

A Property Owner may appeal a ruling of "Disapproval" by requesting a hearing before the COA.

\*\*\*\*\* ALL FEES ARE NON-REFUNDABLE \*\*\*\*\*

I hereby affirm that the information in this application is true to the best of my knowledge. I understand the construction period shall not exceed 180 days without filing an extension with the COA. There will be a onetime extension allowed.

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

Property Owner Signature

Property Owner Name (Please type or print)

Agent/Contractor's Name

\*Note: if the contractor/Property owner violates any of the items initialed on the back of this page, there may be fines imposed at the discretion of the COA.

FOR OFFICE USE ONLY

Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Tentative Approval On: \_\_\_\_\_ By: \_\_\_\_\_
(tentative approval will be given on all initial applications)

Authorized C.O.A. Representative

Authorized C.O.A. Representative

Reason for Disapproval: \_\_\_\_\_

Final Approval On: \_\_\_\_\_ By: \_\_\_\_\_
(Final approval will be given after review of project)

Authorized C.O.A. Representative

Authorized C.O.A. Representative

*\*Note: if the contractor/Property owner violates any of the items initialed on this page, there may be fines imposed at the discretion of the COA.*

**\*\*\*\*\* PLEASE READ AND INITIAL ALL ITEMS THAT FOLLOW\*\*\*\*\***

1. \_\_\_\_ I require use of an RV/Travel Trailer/storage container on site during construction of home by owner and/or contractor. (Stick frame 180 days max. or manufactured/modular 45 days max.) Must be within the setbacks of the property and not in the right of way.
2. \_\_\_\_ I have read and understand the Spring Creek Declaration of Reservations (DOR's).
3. \_\_\_\_ I have read and understand the current COA Rules and Regulations. (R&R's are updated regularly)
4. \_\_\_\_ I understand there is a noise provision which would not allow any construction to commence before 7:00 am or after 10:00 pm daily. This applies to both indoor and outdoor construction.
5. \_\_\_\_ I am aware of the "Ecological Control" provision in the SCA DOR's requiring immediate construction, landscape, or reseeded of disturbed areas of my property. The SCA approved seed mix is provided in this packet. Complete de-brushing of a lot is not recommended unless the de-brushed areas are re-seeded with crested wheatgrass or native seed mix as described. Temporary dust control maybe required during construction to prevent dust containments leaving the site.
6. \_\_\_\_ I am aware that Elko County Building Codes and Zoning Ordinances may be more stringent than the SCA DOR's or COA Rules and Regulations. The more stringent shall apply and be enforced in all instances.
7. \_\_\_\_ I understand that it is my responsibility to ensure proper repair of ANY damage to the road, road edge or easement during my construction project based on SCA requirements, otherwise; SCA may take legal action against me.
8. \_\_\_\_ I understand that it is **my responsibility** to ensure that any mud or other debris is cleaned from the road prior to the end of **each day during the construction period** and make sure a stabilized entrance is constructed before construction begins. This is the responsibility of the permittee to enforce with subcontractors, visitors, etc.
9. \_\_\_\_ I understand that parking on the right of way easement or side of the road is not allowed at any time, all vehicles and equipment must be parked on the property/site. SCA can issue a fine for parking on the right of way.
10. \_\_\_\_ I understand that construction garbage **MUST be contained and controlled at all times and a dumpster is required** to be placed on site. Dumpsters cannot be placed in the right of way or easement.
11. \_\_\_\_ I understand that a Port-A-Toilet is required to be placed on site but cannot be in the right of way or easement.
12. \_\_\_\_ I understand that it is the contractor's responsibility to make sure that NO excess concrete is dumped or cleaned out onto any adjacent property, ditch or easement and a concrete washout must be provided. Wash out must be removed before permit is finalized.
13. \_\_\_\_ I understand that I must contact the SCA COA Secretary at (775) 753-6295 when I complete my project to schedule a final review to ensure that my project was completed in accordance with the approved permit.
14. \_\_\_\_ New construction for residential properties will include bringing the drainage facilities along the front of the property backup to specs and constructing an approved driveway approach. Details for these are available at the SCA office. Any work will be per Orange Book Standard Specifications.
15. \_\_\_\_ One driveway is allowed with permit and should be accessing the addressed street. The driveway should be constructed to the standard details. These items include reconstruction of roadside drainages, driveway repairs, shoulders, slopes, Spring Creek facilities, culverts, etc. All culverts must have concrete end treatments/headwalls. These may include bringing the items listed previously back up to standards and not the condition they are in at the time construction began. Please see attached drawing relating to culverts.

## **PLAN SUBMISSION REQUIREMENTS:**

### **SUBMISSION, REVIEW AND SIGNING OF PLANS:**

- All plans reviewed by the COA must have the property owner's consent and signature. All correspondence should be addressed to the property owner according to the Spring Creek Association's records.
- Applicants shall submit a completed application, plot plan and development plan with the applicable fees by 4:00 PM on Wednesday for Thursday COA approval.
- Plans will be reviewed by the COA and given "tentative approval" each Thursday.
- Final approval of a permit will be given after SCA Staff conducts a review of the project. If a project is determined to be incomplete or in violation of the SCA DOR's and/or current COA Rules & Regulations, the COA will not give final approval.

**PAYMENT:** No approved plans may be released until full payment for COA fees is received.

**REVOCAION OF APPLICATIONS:** The COA has the authority to revoke an application based upon any violation of the SCA DOR's, COA Rules & Regulations, and this application. Written notice will be mailed to the property owner/builder regarding the revocation of an application. The COA reserves the right to hold future permits if your initial permit is revoked.

### **BUILDING COMMENCEMENT AND EXTENSIONS:**

- All approved permits shall have a construction period not to exceed **180 days** from the date of approval.
- The COA may grant an extension at no cost if a renewal application is filed with the COA **prior to the end of the 180-day period.**
- If an applicant does not complete construction within the **180 days**, and the permit expires, then a new permit application will be required. A fee will apply.

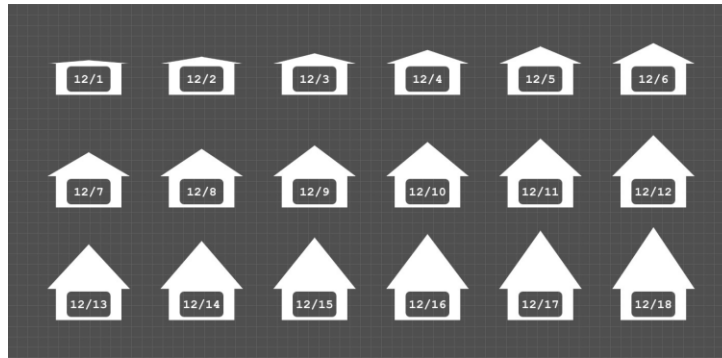
## MANUFACTURED HOME REQUIREMENTS

- 1. AGE OF MANUFACTURED HOME:** The maximum age of a manufactured home to be placed on a Spring Creek Association lot is 10 years. In order for the COA to consider a variance to the ten (10) year rule, the property owner must provide a statement from a licensed professional (i.e. realtor or a contractor) stating that the “effective age” due to exterior improvements is less than ten (10) years. Property owner must also provide at least four (4) current dated photos of the exterior of the home from all sides. The manufactured home must have been built to H.U.D. Code Specifications which were implemented in June of 1976.
- 2. SKIRTING:** Manufactured homes must be skirted within thirty (30) days of set up. Skirting materials of a manufactured home must be durable and compatible with the manufactured home.
- 3. REMOVAL OF EXISTING HOME:** The existing home must be removed from the property within thirty (30) days of replacement.

## MODULAR HOME REQUIREMENTS

**EFFECTIVE ON SEPTEMBER 13, 2016** – Spring Creek Association will NO LONGER issue permits for Modular/Manufactured homes to be placed in any tract other than Tract 200. Modular/Manufactured homes must follow these requirements.

- 1. ROOF PITCH:** A modular home must have no less than a 5:12 roof pitch so as to have the appearance of an aesthetically acceptable stick-built home. This must be clearly indicated on the modular home plans.



- 2. DIMINISH MARRIAGE SEAM:** A modular home must not have the visible aspect of a parting (marriage) seam, it must be altered after placement to be one continuous wall so as to have the appearance of an aesthetically acceptable stick-built home. Trim to cover the marriage seam is not acceptable.
- 3. NEVADA STATE STAMP:** The original Nevada State Stamp (UBC/IRC “wet” stamp) is required on all modular house plans. COA Staff will not be able to accept the plans for approval without this stamp.
- 4. PERMENANT FOUNDATION REQUIRED:** A modular home must be placed on a permanent foundation, meeting Elko County Building Code, for such structures. Further, axles, wheels, or other impediments used in the delivery of the modular home, must be removed from the property at the time the units are installed.
- 5. EXTERIOR OF HOME:** The finished exterior of the modular home must have the appearance of an aesthetically acceptable stick-built home.
- 6. TIMELINE TO PLACE HOME ON FOUNDATION:** The arrival of a modular home will not be permitted until the foundation is ready to accept the home. Thirty (30) working days will be allowed to place the home on the foundation.

**PLAN CHECKLIST/GUIDELINE** – *for contractor/property owner reference only*

Property Owner \_\_\_\_\_ Tract \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Application and drawings must contain all the following requirements.

**FEES:** Original Plot Plan \$350; Multi Fam. \$225 per unit; Commercial under 1,000 sq. ft. \$600, 1001-10,000 sq.ft. \$1600 & 10,001 sq.ft. & up \$3000. Additions \$100 - \$250; Fences \$50; Plan re-submittal fee \$75, Expired permit fee = half of the original permit fee.

**DRAWINGS/PLOT PLANS:**

- \_\_\_\_\_ Exact Measurements on at least 3 sides of the structure
- \_\_\_\_\_ Drainage plan meeting the Elko County requirements
- \_\_\_\_\_ Location of any/all other structures on property, with measurements from setbacks
- \_\_\_\_\_ **FRONT SETBACK:** minimum 50' from front property line (location of front setback on corner lots shall be determined by main access to property)
- \_\_\_\_\_ **SIDE SETBACKS:** minimum 20' from each side property line
- \_\_\_\_\_ **REAR SETBACK:** minimum 30' from rear property line

**ELEVATIONS:**

- \_\_\_\_\_ Front, Rear, Right and Left Side Elevations
- \_\_\_\_\_ Dimensions of the pitch of the roof (Verge (rake) and Fascia shall be shown)
- \_\_\_\_\_ Accessory structures shall have style similar to existing dwelling.

**UTILITIES:** (Show service location, cable, and underground route of each of the following utilities if possible)

- \_\_\_\_\_ Water meter
- \_\_\_\_\_ Telephone
- \_\_\_\_\_ Electrical Service (pedestal)

**SEPTIC TANK AND LEACH FIELD:**

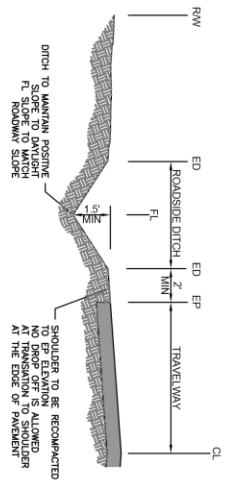
- \_\_\_\_\_ Location of septic tank and leach field (sewer location on commercial and residential lots if applicable)
- \_\_\_\_\_ 8' minimum from tank to house
- \_\_\_\_\_ 10' minimum from leach to property lines

**DRIVEWAYS:**

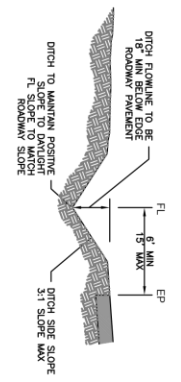
- \_\_\_\_\_ Show location of driveway.
- \_\_\_\_\_ Size and location of driveway improvements required on any driveway access (per Standard details)

**LOT IMPROVEMENT ONLY:**

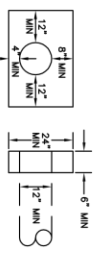
- \_\_\_\_\_ Plot plan must show the location of any/all other structures on property, with measurements from setbacks.
- \_\_\_\_\_ All Utilities (service location, cable, and underground route of each: water, power & telephone if possible)
- \_\_\_\_\_ Septic System
- \_\_\_\_\_ Building site (excavation for unapproved structures is NOT allowed)
- \_\_\_\_\_ Garage (where applicable)
- \_\_\_\_\_ Access (driveway)



TYPICAL ROADSIDE DESIGN

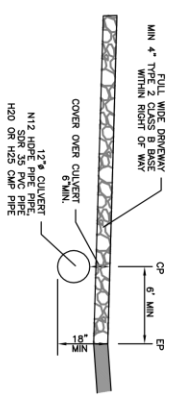


TYPICAL DITCH REQUIREMENTS

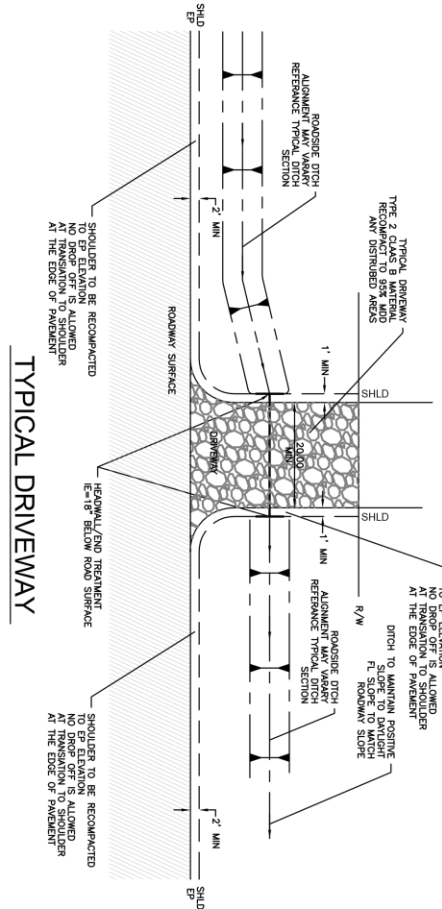


HEADWALL

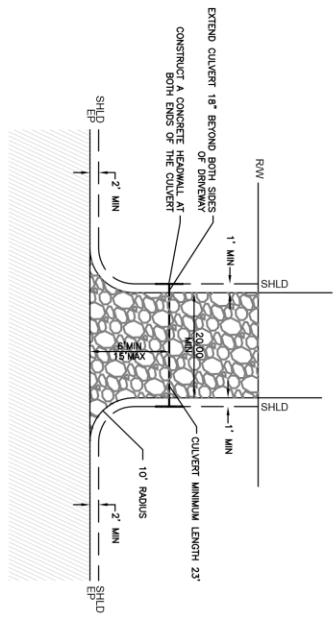
EP = EDGE OF PAVEMENT  
 ED = EDGE OF DITCH  
 RW = RIGHT OF WAY  
 CL = CENTER LINE  
 FL = FLOWLINE  
 SHLD = SHOULDER  
 CP = CENTER PIPE



CULVERT LOCATION



TYPICAL DRIVEWAY



DRIVEWAY GEOMETRICS

UPDATED 2-7-18

**SUMMIT**  
 ENGINEERING CORPORATION  
 1150 LAMOLLE HWY., ELKO, NV, 89601  
 PHONE: (775) 738-8058 FAX: (775) 738-8267

SCALE: N.T.S.	DESIGNED BY:
JOB #:	CHECKED BY:
	DRAWN BY:

TYPICAL DETAILS  
 RECONSTRUCTION/NEW CONSTRUCTION  
 DITCHES/DRIVEWAYS

SHEET	1
OF	1



Committee of Architecture  
401 Fairway Blvd  
Spring Creek, Nevada 89815  
Phone: (775) 753-6295  
Fax: (775) 753-9539  
Email: [coa@springcreeknv.org](mailto:coa@springcreeknv.org)  
Web: [www.springcreeknv.org](http://www.springcreeknv.org)

To all Contractors/Owner Builders and Property Owners,

The Committee of Architecture would like to remind you that when you clear cut a lot or disturb the easement areas of any right-of-way there is an ecological control requirement in the Declaration of Reservations. It reads as follows:

**SCA DOR's Item #7: Ecological Control:**

*Under no circumstances shall the owner of any lot or parcel of land disturb the natural soil, trees, or grasses unless the owner immediately thereafter, constructs improvements thereon, or paves, gravels, or re-plants such disturbed areas, with ground cover approved by the Committee of Architecture.*

It is therefore recommended that you only clear cut the necessary area for construction. Listed below is the SCA recommended seed mix for treating all disturbed areas that were cleared and not built upon.

All disturbed areas are **required to be reseeded** per the recommended seed mixture defined on the next page **within 60 days (weather permitting)**. The contractor is held responsible for reseeding the job site.

We ask that you sign and return this form to the SCA/COA Secretary when the reseeding is completed for all disturbed areas not constructed upon or for any right-of-way construction areas reseeded.

Job Location: \_\_\_\_\_ Job Type: New Home \_\_\_\_ Utility \_\_\_\_ Other \_\_\_\_

Permit # \_\_\_\_\_

If "Other" please list type: \_\_\_\_\_

Date Job Completed: \_\_\_\_\_ Date Job Site Seeded: \_\_\_\_\_

\_\_\_\_\_  
Contractor/Property Owner Date

\_\_\_\_\_  
Approval of SCA Representative Date

## SCA Seed Mix for Right-of-Way Reclamation

TABLE 1  
Seed Mix for SCA Right-of-Way Reclamation

Common Name	Scientific Name	Seeding Rate PLS pounds/acre	
		Drill	Broadcast
"Hycrest" wheatcrest	<i>Agropyron fragile spp. sibericum</i>	4.0	8.0
"Anatone" Bluebunch Wheatgrass	<i>Agropyron spicatum</i>	2.0	4.0
Sandberg bluegrass	<i>Poa sandbergii</i>	0.8	1.5

This seed mixture is for treating all disturbed areas and areas cleared for fuels reduction purposes. Seeding application rates are specified on a "pure live seed" (PLS) basis. Drill seeding is recommended where feasible. Drill rows should be spaced 12 inches apart and seed should be planted at a depth of ½ inch. Broadcast seeding is recommended for rocky, steep, or small treatment areas. The seed can be broadcast using handheld seeders or a broadcast seeder mounted on an ATV. Following broadcast seed application, seeded areas should be lightly raked to assure seed placement at an average depth of ½ inch. This can be done with handheld rakes, or by pulling a harrow implement or piece of chain link fence behind a truck or ATV in areas that are less rocky.