NORRIS LAKE COMMUNITY BENEFITS CORPORATION

Dock & Shoreline Construction Request Form

Submit to: manager@norrislakega.org · 8320 Norris Lake Road, Snellville, GA 30039 · norrislakega.org

Before You Begin

Norris Lake is a shared asset. The lake, its bed, and its shoreline are part of the common area owned, managed, and maintained by the Norris Lake Community Benefits Corporation (NLCBC) on behalf of every member of the community. Property lines along the lake rarely match the water's edge exactly. Any dock, wall, walkway, or other work that touches the shoreline or extends into the water therefore sits, in whole or in part, on community property, and homeowners need NLCBC permission before any projects begin.

This form is the means to ask for that permission. We welcome well-planned, well-maintained improvements and will work with you to get to an approvable plan. We also ask you to keep in mind that building beyond your property line and onto the lake is a privilege the community extends, not a right that comes with the lot, and that the NLCBC Board holds final authority over what is built there and how it is maintained.

Please submit this form and receive written approval before any work begins. Any work on community property carried out without approval, or that departs from the approved plan, may be stopped and removed at the property owner's expense.

How to use this form. Complete Sections 1 and 2 for every request. Section 2 directs you to either Section 3 (like-for-like repair or replacement) or Section 4 (new construction, alteration, or addition). Everyone completes Sections 5 and 6. Section 7 is for NLCBC use. If you run out of room in any written-description area, continue on additional pages, label each with the section number and your property address, and attach them to this form.

Timing. While we cannot guarantee it, we endeavor to process complete requests within 30 days of receipt. That window does not include time spent waiting on additional information, documentation, or permits requested as noted below, so a complete submission is the fastest path to approval.

Section 1: Property Owner Information

Property owner name(s), as shown on the deed

Street address of the lakefront property

Lot number

Subdivision

Proposed project start date

County (confirm with your parcel record) ☐ Gwinnett County (unincorporated) ☐ DeKalb County (unincorporated)

Mailing address (if different)

Phone

Email

Work to be performed by ☐ Licensed contractor ☐ Property owner

Contractor company name

Contractor contact name, phone, and email

Contractor license number (if applicable)

Section 2: Project Type and Scope

This form applies to any construction, repair, or alteration that touches the shoreline or extends into the water, not only docks. Examples include, but are not limited to, docks, boat lifts and PWC lifts, swim platforms, walkways and gangways, seawalls, retaining walls, rip-rap and other bank stabilization, beaches, steps to the water, dredging or fill, and lighting or electrical service at the water.

Type of work (check one)

☐ Repair or replacement with **no change** to size, footprint, height, outreach, flotation, or accessories. ***Complete Section 3, then Sections 5 and 6.***

☐ New construction, or any repair, replacement, or renovation that **changes any dimension or adds any feature** (including a lift, lighting, electrical service, or a change in dock style). ***Complete Section 4, then Sections 5 and 6.***

If you are unsure which applies, complete Section 4. A request submitted as a repair that turns out to add or enlarge anything will be returned for resubmission as new construction.

Structure or area affected (check all that apply)

☐ Dock ☐ Boat or PWC lift ☐ Swim platform

☐ Walkway / gangway ☐ Seawall or retaining wall ☐ Rip-rap / bank stabilization

☐ Steps to the water ☐ Lighting / electrical

☐ Other (describe):

Section 3: Repair or Replacement With No Change (Like-for-Like)

Complete this section only if the finished work will match the existing structure in every dimension and feature. Attach at least one current photo of the existing structure.

Existing structure (confirm current measurements)

Structure type

☐ Fixed / stationary dock ☐ Floating dock ☐ Pipe / aluminum dock

☐ Crib / piling dock ☐ Seawall or wall

☐ Other (describe):

Length (ft)		Width (ft)	
Total surface area (sq ft)		Height above normal water level (ft)	
Distance into water from shoreline (ft)		Year built or last approved	

Materials to be used

Framing ☐ Treated wood ☐ Aluminum ☐ Steel ☐ Composite

Decking ☐ Wood ☐ Composite ☐ Polyethylene

Composite decking brand (if applicable)

Flotation (if floating): type and buoyancy rating

Finish / color

Existing accessories being retained (check all that apply)

- ☐ Boat lift
- ☐ PWC lift
- ☐ Handrails
- ☐ Lighting
- ☐ Storage box
- ☐ None

Like-for-like certification

I certify that the completed work will not change the footprint, length, width, height, surface area, outreach into the water, flotation, or accessories of the existing structure, and will not add electrical service, lighting, or any new feature. I understand that if any of these change, this request must be resubmitted under Section 4.

Property owner signature

Date

Section 4: New Construction, Alteration, or Addition

Complete this section for any new structure and for any repair, replacement, or renovation that changes a dimension or adds a feature. Norris Lake is a relatively small lake, and each request is reviewed on its own merits with the whole lake in mind. Large, complex, or out-of-scale proposals are unlikely to be approved; modest, well-detailed proposals move quickly.

Proposed structure

Structure type

- ☐ Fixed / stationary dock
- ☐ Floating dock
- ☐ Pipe / aluminum dock
- ☐ Crib / piling dock
- ☐ Seawall or wall
- ☐ Other (describe):

Existing structure on site, if any (type and size)

Proposed length (ft)

Proposed width (ft)

Proposed surface area (sq ft)

Height above normal water level (ft)

Distance extending into the water from the shoreline (ft)

Setback from each side property line, projected into the water (ft) — Left — Right

Materials and finish

Framing

- ☐ Treated wood
- ☐ Aluminum
- ☐ Steel
- ☐ Composite

Decking

- ☐ Wood
- ☐ Composite
- ☐ Polyethylene

Composite decking brand (if applicable)

Flotation (if floating): type and buoyancy rating

Finish / color

Lighting: type, fixtures, and power source

Accessories and features included (check all that apply)

- ☐ Boat lift
- ☐ PWC lift
- ☐ Handrails
- ☐ Lighting
- ☐ Electrical service
- ☐ Storage box
- ☐ Roof or canopy
- ☐ Other (describe):

Written description of the project

Before writing, make sure the description covers: total square footage, how far the structure reaches into the water, setbacks from the projected property lines, framing and decking materials, finish and colors, lighting and any electrical, accessories, how the structure attaches to the shore, and how long construction will take. Reviewers can only approve what they can picture.

Required attachments

- ☐ A separate drawing showing all dimensions, the shoreline, the property lines, and the position of the proposed structure relative to each
- ☐ Current photos of the site and any existing structure
- ☐ Product sheets for any lift, flotation, or lighting system

For complex proposals, or where the position of a property line is in question, NLCBC may require two scale drawings, a survey or plat showing the property lines, and/or other supporting documentation before review proceeds.

Section 5: Environmental and Regulatory Compliance

Jurisdictional authority: permits are the property owner's responsibility. NLCBC approval is permission to build on community property. It is not a permit and does not take the place of one. Depending on the work, Gwinnett County or DeKalb County, the Georgia Environmental Protection Division (EPD), or another agency may require permits, variances, or inspections. NLCBC does not determine which permits apply; the county and the regulating agencies do. Before work begins, the property owner is responsible for identifying, obtaining, and complying with every required permit, approval, and inspection.

Permits or approvals required? ☐ Yes ☐ No ☐ Not yet determined

Issuing agency or agencies

Permit or application number(s)

Status ☐ Issued (copy attached) ☐ Applied for ☐ Not yet applied

Protecting the lake during construction

Describe the measures you or your contractor will take to prevent runoff, silt, and debris from entering the lake and to prevent fuel, oil, or chemical contamination during the work. Include silt fencing or turbidity barriers, how materials and cut-offs will be contained, and how the site will be left when the work is finished.

Construction practices

Approval is conditioned on the following for all projects:

- Debris, sawdust, and cut-offs (including treated lumber) are contained and removed from the site; nothing is left in or on the water.
- No fuel, oil, solvents, or chemicals are stored or handled where they can reach the lake, and equipment is not refueled at the water's edge.
- Silt and runoff controls are in place before ground is disturbed and stay in place until the bank is stabilized.
- Adjacent neighbors and the NLCBC Manager are notified of the start and expected completion dates before work begins.
- Materials and equipment are staged on the owner's property, not on the lake or on neighboring lots, and the site is restored on completion.

Acknowledgment. The property owner acknowledges that NLCBC may, based on the scope and complexity of the requested work, require copies of issued permits and approvals before work begins and may require NLCBC inspection before, during, or after construction. These requirements, if any, will be stated in Section 7.

Property owner initials

Section 6: Acknowledgments and Signatures

By signing below, the property owner acknowledges and agrees that:

1. **Community property.** The structure or work described in this request is located, in whole or in part, on common area owned by NLCBC. Approval grants a revocable, conditional license to place and use the structure on community property. It does not convey ownership, an easement, or any other interest in the lake or its shoreline.
2. **Maintenance.** The property owner will keep the structure in safe, sound, and presentable condition at the owner's sole expense. NLCBC may require repair, modification, or removal of any structure that becomes unsafe, falls into disrepair, or does not conform to the approved plan, and may perform that work and recover its cost from the owner if the owner does not act within a reasonable time after written notice.
3. **Conformance.** Work will follow the approved plan. Any change to size, location, materials, or features requires a new approval before it is built.
4. **Expiration.** Approval expires if work has not started within 90 days of the approval date, or if work is abandoned for more than 90 days. In either case, the owner must resubmit for approval before proceeding.
5. **Permits.** The owner is solely responsible for all permits, approvals, and inspections required by any government agency, and will provide copies to NLCBC on request.
6. **Indemnity.** The owner will indemnify and hold harmless NLCBC, its directors, officers, employees, and members from any claim, damage, injury, or expense arising from the construction, presence, use, or removal of the structure.
7. **Transfer.** The license runs with the lot and passes to a subsequent owner only on the same conditions, including the maintenance and removal obligations above.
8. **Accuracy.** All information in this request is accurate and complete, and the work conforms to NLCBC's governing documents, rules, and any conditions of approval.

Insurance (contractor-performed work). If the work is performed by a contractor, a current certificate of general liability insurance ($1,000,000 minimum) and a certificate of workers' compensation coverage must be attached to this request. Work may not begin until both are on file with NLCBC.

Assumption of risk (owner-performed work). If the property owner performs the work, the owner assumes all risk of injury and all liability for any damage to persons, property, the lake, or community property arising from the work, and releases NLCBC from any such claim.

Owner-performed work only — initial here to confirm the assumption of risk above _____

Signatures

Property owner signature _____ Date _____

Printed name _____

Second owner signature (if jointly owned) _____ Date _____

Printed name _____

Contractor signature (if applicable) _____ Date _____

Printed name and company _____

Section 7: Review and Approval — NLCBC Use Only

Requests are reviewed by the Lake and Watershed Subcommittee of the Planning and Development Committee, which makes a recommendation to the NLCBC Board. The Board holds final authority to approve, condition, or deny any request.

Date received _____ Received by _____

Request type
- ☐ Section 3: Like-for-like repair / replacement
- ☐ Section 4: New construction / alteration

Subcommittee recommendation
- ☐ Approve
- ☐ Approve with conditions
- ☐ Deny
- ☐ Return for more information

Subcommittee reviewer and date _____

Board decision
- ☐ Approved
- ☐ Approved with conditions
- ☐ Denied
- ☐ Returned for more information

Board decision date _____

Approval expires (90 days from decision date) _____

Permit documentation

- ☐ Copies of all issued permits and approvals must be provided to NLCBC before work begins
- ☐ Copies of permits must be provided to NLCBC on completion
- ☐ No permit documentation required for this request

NLCBC inspection (check all that apply)

- ☐ Pre-construction (site and layout)
- ☐ During construction
- ☐ Final inspection on completion
- ☐ No inspection required

Conditions of approval / notes

NLCBC Board representative signature _____ Date _____

Printed name and title _____

Questions about this form or the review process should be directed to the NLCBC Manager at manager@norrislakega.org.