

CHIEF CLIFF ESTATES

ARCHITECTURAL CONTROL COMMITTEE APPLICATION

Home construction, modifications, shops, garages, sheds, and other structures ~ Version 02/11/2026

1. PROPERTY OWNER & APPLICATION INFORMATION

Application Date		Lot Number	
Lot Owner(s)			
Phone Number(s)			
Physical Address			
Mailing Address			

2. APPLICATION TYPE

☐ Home
 ☐ Shop
 ☐ Home & Shop
 ☐ Other Structure(s)

3. REQUIRED SUBMITTALS / SITE PLAN CHECKLIST

Included?	Required Item
☐ Yes ☐ No ☐ N/A	Detailed plot plan drawn to scale
☐ Yes ☐ No ☐ N/A	Location of proposed structures
☐ Yes ☐ No ☐ N/A	Well location
☐ Yes ☐ No ☐ N/A	Septic location
☐ Yes ☐ No ☐ N/A	Electric service location
☐ Yes ☐ No ☐ N/A	Driveway location
☐ Yes ☐ No ☐ N/A	Setback lines
☐ Yes ☐ No ☐ N/A	Distances from structures to road and property lines
☐ Yes ☐ No ☐ N/A	Blueprints/plans and specifications with dimensions (or detailed scaled plan for smaller structures)
☐ Yes ☐ No ☐ N/A	Photo/rendering of proposed building or structure (helpful)
☐ Yes ☐ No ☐ N/A	Septic permit - provide within 90 days of building approval
☐ Yes ☐ No ☐ N/A	Electric service permit - provide within 90 days of building approval
☐ Yes ☐ No ☐ N/A	Valid building permit from the proper Lake County authority - obtain before construction begins

Required setbacks: 45 feet from the road property line as defined by the edge of road; 20 feet from neighboring property lines.

4. HOME / RESIDENCE DETAILS

Ground-level living space	_____ sq. ft.	Total living space (if 2-story)	_____ sq. ft.
Foundation type	_____	Roof material	_____
Roof pitch	_____	Roof color	_____
Siding material	_____	Siding color	_____
NFPA Class A or B rating	_____	Proposed start date	_____
Proposed completion date	_____		
Actual construction start date	_____	12-month deadline date	_____

Construction completion requirement (Article III, Section 3(A)): The exterior finish of the dwelling, including siding and brickwork, painting, roofing, yard grading, and removal of construction debris, must be completed within one (1) year of the start of construction. The dwelling shall not be occupied until the above work is completed and all plumbing fixtures and utilities are installed.

Minimum requirements: Minimum 1,100 sq. ft. living space at ground level. Two-story homes are permitted only on Lots 101-116, 208-209, 308-309, 408-409. All other lots must be one story, with or without a daylight basement; no walkout basements are allowed on those lots. Buildings/structures must be constructed of new materials, except aesthetically suitable used brick or beams. Exterior surfaces must use earth-tone colors, subject to final committee determination. Roofing must have a Class A or B rating by the National Fire Protection Association.

Garage completion requirement (Article III, Section 3(E)): If a home is built or placed on a lot without a garage, a garage with doors attached must be constructed and completed within twenty (20) months of occupancy of the home, for the purpose of storing cars, lawnmowers, and other equipment which would be unsightly if left uncovered around the property.

Outdoor lighting: All outdoor lighting should be downward focused. Please resist leaving outdoor lights on all night; use outdoor lighting when needed.

5. PRE-BUILT HOME DETAILS - COMPLETE ONLY IF APPLICABLE

Home type	☐ Modular ☐ Double wide
Permanent perimeter foundation type	_____
Roof material / pitch / color	_____
Siding material / color	_____

Minimum requirements: permanent perimeter foundation; natural earth-color wood, Amazonite, or vinyl siding; minimum roof pitch 4/12.

6. ADDITIONAL BUILDINGS / STRUCTURES

All buildings, including a guest home, tool shed, or barn, must be similar to the house, in keeping with the architecture of the other buildings, kept in good repair and appearance, and maintained in a sanitary condition. Additional details are in Covenants Sections I, II, and III.

Structure	Square Footage	Roof / New Material Construction	Siding / New Material Construction
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

7. OWNER ACKNOWLEDGMENTS

Yes / No	Acknowledgment	Owner Initials
☐ Yes ☐ No	Septic permit: Prior to initial residential construction or site preparation, a septic permit must be secured by the lot owner.	_____
☐ Yes ☐ No	Occupancy: The dwelling shall not be occupied until exterior work is completed and all plumbing fixtures and utilities are installed.	_____
☐ Yes ☐ No	RV / camper / trailer: Use is limited to 90 days per calendar year. Outside the 90-day use limit, it should be stored inside a structure such as a garage or shed.	_____
☐ Yes ☐ No	Trash / wind: Chief Cliff Estates is in a high-wind area, and the owner is responsible for proper disposal of trash during construction and afterward.	_____
☐ Yes ☐ No	Construction hours: Exterior construction activity and noise-producing power tools/equipment are permitted only between 7:00 AM and 10:00 PM, seven days per week.	_____
☐ Yes ☐ No	Quiet hours: Outside the permitted hours, no exterior construction activity, power-tool use, heavy equipment operation, or other construction-related noise shall occur if audible beyond the property line.	_____
☐ Yes ☐ No	Animals / neighbor considerations: Owners will be pleasant, respectful neighbors; keep only approved listed livestock/animals; keep dogs quiet; and confine pets to the property. Wildlife may include snakes, deer, coyotes, skunks, etc. Keep pet food and trash secure.	_____
☐ Yes ☐ No	Construction timeline / extension: I/we understand that, pursuant to Article III, Section 3(A) of the Chief Cliff Estates Covenants, the exterior finish of the dwelling - including siding and brickwork, painting, roofing, yard grading, and removal of construction debris - must be completed within one (1) year of the start of construction. If this deadline cannot be met, an extension request must be submitted to the Architectural Control Committee at least 30 days before the construction deadline and must explain the work remaining, why the deadline cannot be met, and the anticipated completion date(s).	_____
☐ Yes ☐ No	Garage completion: I/we understand that, pursuant to Article III, Section 3(E) of the Chief Cliff Estates Covenants, if the home is built or placed on the lot without a garage, a garage with doors attached must be constructed and completed within twenty (20) months of occupancy of the home.	_____
☐ Yes ☐ No	Building permit: Before construction commences, I/we understand that a valid building permit must be obtained from the proper Lake County authority having jurisdiction.	_____

Communication is crucial. Please let the committee know what is going on and what to expect. Any new construction of buildings/structures not included in an earlier approved application requires a new application before construction begins. The Architectural Committee has 30 days from receipt of all required documents to approve or deny the application. The actual construction start date must be documented so the one-year completion period can be determined.

IMPORTANT - READ BEFORE SUBMITTING

- Use a current application version dated within 12 months of the application date, or 02/11/2026, whichever is later.
- If unsure, request the current version at chiefcliffestateshoa@gmail.com.
- A \$2,000 bond is required with the initial application. Make the check payable to Chief Cliff Estates HOA and paperclip it to the application. Applications without the required bond will be returned as denied.
- Supplemental applications for additional buildings/structures generally do not require another bond after the first bond/application is processed; the Architectural Committee determines when a bond is necessary.
- The bond is fully refundable after committee review confirms construction was completed as portrayed in the approved application. Notify the committee when construction is complete; review/refund will occur within 30 days. If construction differs from the approved application, all or part of the bond may be retained.

8. SUBMISSION & SIGNATURE

Form submitted by (print)	_____
Owner/Applicant Signature	_____
Date	____ / ____ / ____