

LAKE PETERSBURG ASSOCIATION

17754 North Shore Drive

Petersburg, IL 62675

lakeoffice@lakepetersburg.org 217-632-7492

BUILDING PERMIT APPLICATION FOR ANY STRUCTURE NOT ALTERING THE FOOTPRINT

FEES: All structures not altering the footprint including docks, boat lifts, beaches, swim platforms, in-ground pools and associated fence, patios, steps, driveways, sidewalks, and fire pits or retaining walls higher than 2' above grade, dredging any portion of the reservoir, and whenever excavation work is performed:

- Base Fee: \$100 non-refundable **
- Member will pay all Professional Review and Inspection Fees incurred by LPA authorized person/entity.
- Deposit to cover Professional Review and Inspection Fees: \$100* (Additional fees may be due depending on the actual number of inspections and the time required to complete each inspection. The complexity of the project, changes made to plans after approval of building permit, violations discovered during inspections resulting in remediation being required, etc. can result in increased inspection and review fees. If it is determined during the review process that more inspections will be needed, then the deposit will be increased to meet the anticipated cost before the permit will be approved.)

TOTAL FEE TO BE SUBMITTED WITH APPLICATION: \$200

Any structure not listed above should be communicated to the LPA office via email or letter to determine the appropriate fee and deposit.

**Any funds remaining from deposit for review and inspection fees will be returned to Member within 15 days after passing final inspection. Any costs incurred by LPA in excess of deposit for reviews and inspections, will be paid by Member to LPA within 15 days of Member receiving invoice for such fees.*

***The base fee shall be waived for the replacement of a deck, dock, beach or boat lift, IF a copy of the previously approved building permit and associated drawing is attached to this application.*

REQUIREMENTS:

1. No review or processing of any application will be conducted until complete plans, specifications and other necessary information and fees have been submitted. A survey and plat may be required by a State of Illinois licensed professional land surveyor if the structure is located close to lot lines.
2. If required, Plat must be drawn clearly indicating:
 - a. Lot lines and shore line including dimensions.
 - b. Location of all existing structure(s) including dimensions, square footage and distance to lot lines.

- c. Location of proposed structure(s) including dimensions, square footage and distance to lot lines.
 - d. Location of driveway, parking areas, patios, pools, fire pits, retaining walls, etc. including dimensions, square footage and distance to lot lines.
 - e. North indicator
 - f. Each plat must include a signed affidavit from Member or Members' architect and/or contractor stating that the plat was created to conform to current LPA building rules and regulations.
3. Applicants must complete every part of this form, unless special directions indicate otherwise. Blanks will delay processing of your application and issuance of your permit.
 4. Place an "X" or a check mark in spaces where you are not making a response.
 5. Specific questions or problems can be addressed with the LPA Building Permits Committee Chair.
 6. Attach additional pages where necessary to provide complete information.
 7. The Member or his designee may be required to stake the lot lines as determined by a State of Illinois licensed professional land surveyor. The proposed building may also need to be staked by the Member or his designee at various times in the building permit approval and building process as deemed necessary by LPA reviewing agent.
 8. Once a Building Permit has been approved a building permit must also be obtained from the Menard County Zoning Office if applicable.

TYPICAL REVIEW AND INSPECTION SCHEDULE:

- Review of initial plans and application
- Inspect upon final completion

CONTACT INFORMATION

Date _____

PROJECT
ADDRESS _____

Parcel # _____

Lot(s) # _____

OWNER _____

MAILING ADDRESS _____

Phone _____

E-mail _____

EROSION CONTROL PLAN: At a minimum, install a silt fence between any area to be excavated, and the lake. The bottom edge of the silt fence will be placed in a trench at least 6 inches deep and then the bottom of the silt fence will be buried in the trench by back filling the trench. Initial _____

**NO BURNING CONSTRUCTION / DEMOLITION DEBRIS
(THIS IS AGAINST STATE LAW REGULATIONS)** Initial _____

**NO DUMPING DIRT OR ANY OTHER MATTER ON ANY LPA PROPERTY WITHOUT
PERMISSION AND PAYMENT OF APPLICABLE FEES** Initial _____

NO DUMPING DIRT OR ANY OTHER MATTER INTO LAKE Initial _____

**IF ANY CONTRACTOR NEEDS TO USE THE BOAT RAMP, A CONTRACTOR'S
SPECIAL EQUIPMENT BOAT RAMP ACCESS PERMIT APPLICATION WILL BE
COMPLETED**

Initial _____

OFFICE USE ONLY

Building Permit No. _____ Amount paid _____

Date Issued _____ Date paid _____ Collected by _____

Approved by _____ Date _____

Date Building Permit denied & Comments: _____

CONTRACTORS

General Contractor _____

Electrical _____

Plumbing _____

License Number (required): _____

Mechanical _____

Excavation _____

Roofer _____

Sewer **Henson Robinson/Petersburg Plumbing and Excavating***

Other _____

Septic Tank Abandoned: YES NO

*HR/PPE is the ONLY LPA authorized entity to access LPA sewer system. They will need written authorization from LPA prior to providing sewer hookup
Initial _____

TYPE OF CONSTRUCTION PROPOSED: (Please give detailed Description of Project)

Dock _____

Swim platform _____

In-ground pool and associated fence _____

Patio _____

Driveway _____

Fire pit over 2' high _____

Retaining Wall over 2' high _____

Other _____

PROJECT DRAWING

All drawings must 1) have a north indicator, and 2) easily interpreted by LPA professional (most likely architect) when necessary. Please attach drawing which show:

1. All lot lines and their length
2. Streets and shoreline
3. Any existing structure(s)
4. Proposed structure(s) with dimensions and distances from lot lines and any existing structures
5. Location of driveway, parking areas, patios, pools, fire pits, retaining walls, culverts, ditches, swales, etc.
6. Existing and proposed subsurface drain tiles, sump lines and down spouts

PLANS

Please attach details of your plan, if applicable, to address the following as referred to in section 8.2 of LPA Rules and Regulations:

1. Erosion Control
2. Drainage Control
3. Impact Control

CONSTRUCTION MATERIALS

Please attach a list of all materials that will be utilized for the exterior of the structure as well as material composition of driveways, parking areas and culverts.

CERTIFICATION

I hereby certify that I have read and examined this application and answers to the questions are true and complete. I agree to perform said work and/or construct said building/structure as described in the foregoing application and in accordance with the plan and specifications submitted. It is understood that the permit does not provide for the erection or installation of anything extending below, into or above any public thoroughfare. **Initial** _____

I further certify that no work or installation has been or will be performed prior to the issuance of said permit and that all work will be performed to comply with all Federal, State, County and Lake Petersburg rules, regulations, ordinances and Building Codes whether specified in this application and accompanying plans and specifications or not and that no violations now exist on this property. It is understood that any construction activity prior to issuance of the permit will subject me to a double rate permit. **Initial** _____

In addition, I acknowledge that sewer lines are located throughout Lake Petersburg and that one or more of these lines might be located on the property that I have leased. I further agree to be financially responsible and follow all Lake Petersburg Association (LPA) rules and regulations if I with LPA written consent choose to move any such sewer lines on my leased property to accommodate my building plans. Furthermore, I agree to contact LPA if there are any issues with the sewer. I realize and accept that LPA is not financially responsible for moving any sewer line to accommodate my requests or for any sewer work LPA did not authorize in writing. If LPA consents to the moving of such sewer line, in consideration of such consent I hereby release, relinquish, indemnify, and hold harmless LPA, its directors, officers, employees and agents from any and all claims or causes of action arising as a result of my moving said sewer line. It is further understood that lessee shall determine the location of all sewer lines, provided that such has been consented to by the Lake Petersburg Association. I acknowledge that Henson Robinson/Petersburg Plumbing and Excavating are the only LPA authorized entity to address sewer issues. **Initial** _____

I agree to be bound by the terms of the LPA Rules and Regulations. **Initial** _____

If any dispute arises between LPA and the applicant during the construction process, I will agree to temporarily halt construction until the issue is resolved satisfactorily between LPA and me. I agree to cooperate with LPA and provide access to the property for inspections with regard to any item(s) in this application. **Initial** _____

I understand that the Building Permit, herein applied for, becomes null and void if work or construction is not commenced within 90 days after the date of issuance, or if construction or work is suspended or abandoned for a period, exceeding 90 days at any time after work has begun. And the permit shall expire one year from date of issue. **Initial** _____

The total estimated cost of ALL the proposed construction will be \$_____

Applicant signature _____ ***Application date*** _____

Applicant Name Printed _____

Applicant mailing address _____ ***Phone #*** _____