

Goose Lake Association - Shoreline Work Permit Process

Property owners shall not fill the lake with soil or other materials including but not limited to rip-rap, sea walls, boat docks, etc or alter the shoreline in any way unless a permit with written approval is acquired from the GLA (Goose Lake Association) Board of Directors or designated committee. **The following process and guidelines will be followed:**

1. A property owner who is planning to do shoreline work or other work that touches or borders any GLA controlled waterways, shall follow the GLA Rules under Section 9: Lake Water Use. **Property owners must complete a GLA Shoreline Work Permit Request**. This work permit request can be obtained from the GLA Office during normal working hours.
2. **Once the Shoreline Work Permit Request has been properly completed by the property owner, the request along with all related documents (sketch of planned work and copy of contractor “Certificate of Liability Insurance” if the use of contractor is planned) will be returned to the GLA Office for processing.** The Shoreline Work Permit Request must identify ALL work that will border or touch the GLA controlled waterways. At this point the property owner will be given back a copy of the Shoreline Work Permit Request. The original request will be placed on file in the GLA Shoreline Work Permit Log Book. The GLA Office staff will contact a member of the Shoreline Review Committee for further processing of the Shoreline Work Permit Request.
3. **The GLA Shoreline Review Committee will** obtain a copy of the Shoreline Work Permit Request and **visit the site where the shoreline work has been requested and will complete the Shoreline Work Permit Request “Investigation” Form**. A minimum of two members of the GLA Shoreline Review Committee will perform this on-site investigation and complete the investigation form as required with all pertinent information that can be used for future reference.
4. Upon investigation by the GLA Shoreline Review Committee, **if the Shoreline Work Permit Request is “Not” recommended for approval**, the requesting property owner will be contacted by a GLA Shoreline Review Committee member and given a copy of the investigation form explaining why their request has been denied and what may need to be done in order to move forward with their project. At this point the property owner would need to submit a new Shoreline Work Permit Request for processing before any work could be started.

5. **Once the Shoreline Work Permit Request is approved**, the GLA Shoreline Review Committee **will process and complete the Shoreline Work Permit Application (3 part form) and assign the appropriate permit number to the application.** (one copy for the GLA Office Shoreline Review Committee Log Book, one copy to the property owner, and one copy for the property owner's GLA office file).
6. The Shoreline Review Committee will then complete the **Shoreline Work Permit**. The property owner will be notified that the Shoreline Work Permit has been approved. **Once the permit application has been investigated and approved, the property owner will be required to provide payment of a permit fee payable to the Goose Lake Association. The property owner will then be given a copy of the Shoreline Work Permit Application** for their personal files **and the Shoreline Work Permit** that the property owner must post at the affected lakefront property in plain view prior to the start of any construction and will remain posted until construction is completed.

NOTE: The permit fee will not be accepted prior to project approval.

7. **Property owners will be responsible for maintaining the Shoreline Work Permit during the duration of the project.** If the permit is lost or stolen, the property owner must request a new Permit from the GLA Office at a cost of \$5.00. If the permit becomes too hard to read due to weather related circumstances, the original permit should be returned to the GLA Office where a new permit will be provided at no cost.
8. The Shoreline Work Permit **will be valid for a 1 year period** from the issue date of the permit.

Goose Lake Association Shoreline Review Committee