



## Building Control Committee Project Checklist

Building Control Committee Email: lakeleannbcc@gmail.com

Dear Member,

We are happy to assist you through the building application process. Your project(s) will be considered after the complete application is submitted, with the necessary items listed on the attached checklist. There is a non-refundable fee (payable to the LLPOA) that is required to cover the cost of the inspections and office staff. Multiple projects may be applied for at the same time and under the same fee if they are for the same subdivision and lot.

For your convenience, these items can be submitted to the office during regular business hours. The office is open *Tuesday from 12pm-6pm, Friday from 10am-2pm and Saturday (closed during the winter months) from 9am-12pm*. First the application is processed at the office and the inspection is completed. After the initial inspection is done, the Building Control Committee will review it.

The Building Control Committee meets as needed to take action on requests; we strive to get member plans approved quickly. You do not need to attend our meeting to have your plans reviewed. You will be contacted promptly upon approval or denial of your request. The BCC meets as required and will meet at the request of any member where there is a need. A member may contact a BCC member or the office to set up a meeting time with the BCC.

Please remember that any structure (house, garage, porch, deck, addition, outbuilding or shed (larger than 6'x6'x4H'), fence, dock, etc.) to be erected, placed, or altered on any lot in any subdivision must be approved in writing by the Building Control Committee prior to the start of construction. Though we do not require approval for seawalls, we do ask that you turn in a completed application and permit from the DNRE for our records (please see item #9). A nonresident structure cannot exceed 24'x36'.

Upon approval of your submitted project, a Approval Certificate shall be issued. This certificate shall be displayed in a conspicuous place at the job site during the entire time the work is in progress. (Please weatherproof with a plastic bag.) The office will return two (2) copies of your plans to you. If applicable they must be submitted to the Somerset Township Office, and a Building Permit must be granted before start of construction.

Thank you in advance for your cooperation and understanding! We look forward to working with you. With the best of luck on your new project,

The Building Control Committee

Bill Vette  
517-673-8138

Brad Bjorling  
517-862-8317

Ray York  
517-781-4777

Property Inspector – David Clark

# Building Control Committee Project Checklist

**★★ Incomplete applications will not be accepted or approved. ★★**

1. The owner of the lot(s) must be a *member in good standing* with all assessments and late fees paid in full. Questions concerning your account status should be directed to the LLPOA Office.

2. Structure Type and (non-refundable) Fee:

*House, garage	\$50.00
*Carport, boat house, addition, deck, patio, porch, pole barn, gazebo, playhouse, any structure greater than 6x6x4H	\$20.00
*Fencing, or landscaping over 1 foot above ground	\$10.00
Dock: Must not extend over 35' in the water or be more than 1/3 of the water way (lesser of the two)	\$10.00
Shed: Must not exceed 150 square feet	\$20.00
Alterations: defined as any external change of width, depth, height, or location of a structure or any part thereof after initial approval and prior to final inspection.	\$35.00
Additional charges and Extension: defined as any additional inspection required (beyond the first and final included in the original charge) and extension of approval certificate date	\$25.00
Variance procedure: Letters that are sent out when variances are requested or required. Charge is for each letter to be sent.	\$10.00 per letter

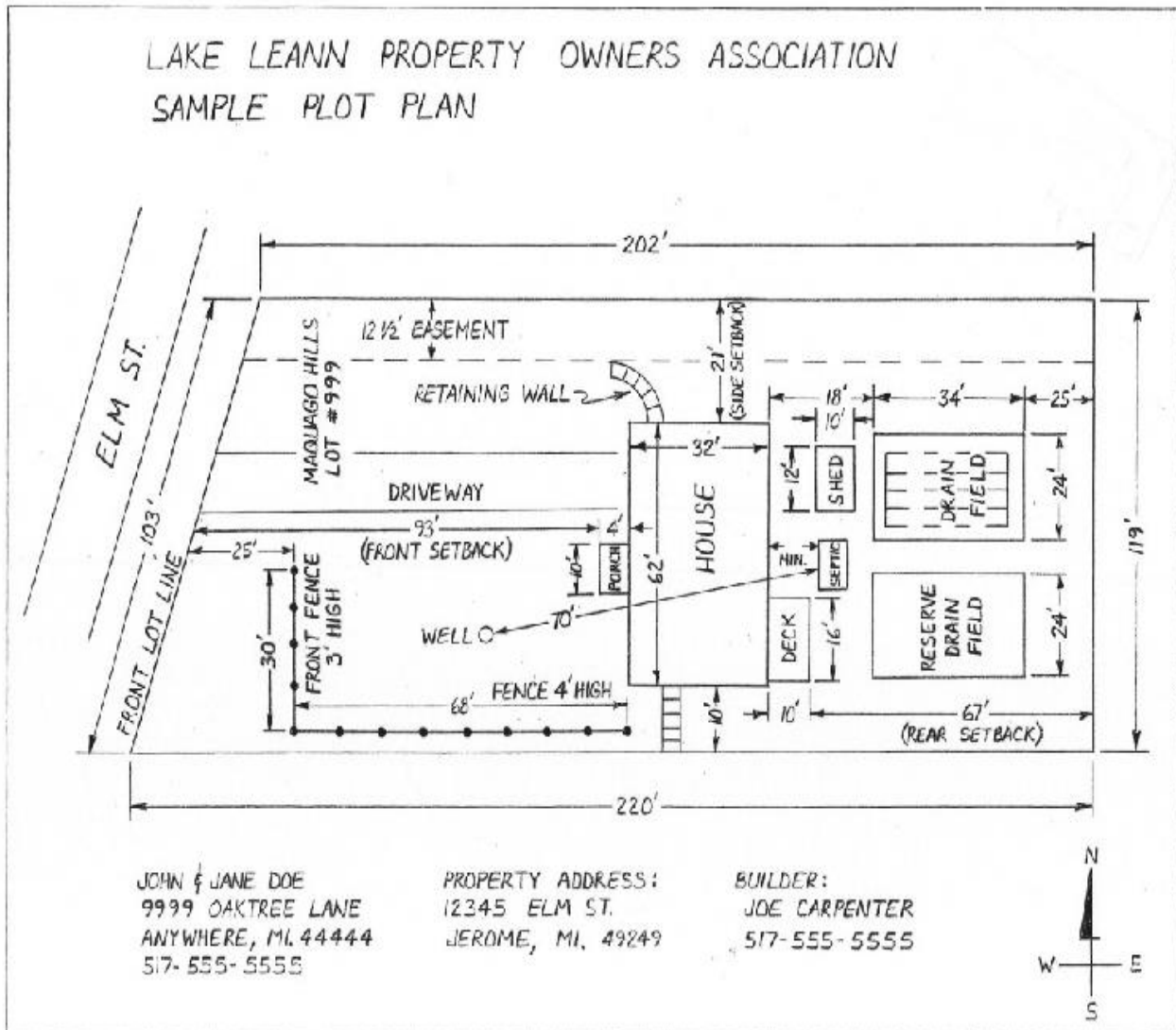
(\*To include, but not limited to)

3. **All projects must be staked**/marked out before application is submitted. Stakes shall be placed at each corner (measurement point) of the lot. Run string between lot corner stakes so property lines can be determined and proper setbacks assured. If you are unsure of your property lines, a survey may be recommended.
  - Stakes shall also be placed outlining all corners of proposed project
  - Cut weeds for a 3-foot diameter around stakes.
4. **All projects** must provide three (3) copies of a grid plan, **plot plan** (see sample), or Survey showing:
  - A. the owners name, address, and phone number
  - B. the property address and full legal description of the property
  - C. the builder's name and phone number
  - D. clearly draw all existing structures, including fences, sheds, etc., and proposed improvements with dimensions
  - E. clearly label all setback dimensions (distance from lot lines to all projects.) Setbacks must match the Zoning Compliance permit from the township.
  - F. location of well and septic tank; drain fields - both primary and reserve (not required for non-permanent structures)
  - G. all easements
  - H. If this request is for the construction of a house, addition, or *any* other structure with a *permanent foundation*; the plot plan must bear a current Hillsdale County Health Department's (HCHD) Sanitarian's signature and date. The HCHD is located at: 20 Care Drive, Hillsdale, MI 49242.  
Phone: 517-437-7395
5. Three (3) copies of the Hillsdale County Health Department (HCHD) **permit for septic system** and **permit for water well** for any construction with a *permanent foundation*. A Change of Use Evaluation may be required for changes to your existing foundation. Please note that HCHD may require the approval of future drain/reserve field if moved or altered.
6. Three (3) sets of **working plans** for all improvements showing all floor plans, all elevations, roof pitch, overhang, foundation, and any as well as a list of the *types* of construction materials to be used.

# Building Control Committee Project Checklist (cont.)

7. If a lot has more than a casual grade, **topographical elevation drawings** may be required to help determine requirements to satisfy Building Codes. (Grades in excess of 30% at foundation.)
8. **Seawalls** and other lakeshore projects will require a complete copy of the application to the Michigan Department of Natural Resources and Environment (DNRE) and permit including any communication received from the DNRE. To contact the local office, please call 517-780-7690.  
Be sure to check with Hillsdale County, you may need a permit with them also.

Three (3) copies of the **Zoning Compliance Permit** obtained from the Somerset Township Office located at: 12715 E. Chicago Road.  
Mailing Address: PO Box 69, Somerset Center, MI 49282 Phone: 517-688-9223  
(This step is not required for docks, fences, and seawalls; or the first outbuilding that is less than 150 square feet.)





Lake LeAnn Building Control Committee

P.O. Box 308 • Somerset Center • MI 49282 • Phone: 517-688-9704 • Fax: 517-688-4245

BUILDING APPLICATION

(Submit completed application with attachments to LLPOA office)

Member Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Email: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot(s) #: \_\_\_\_\_
Property Address: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Project: \_\_\_\_\_

Structure Type and (non-refundable) Fee:

Table with 2 columns: Structure Type and Fee. Rows include: \*House, garage, \$50.00; \*carport, boat house, addition, deck, patio, porch, pole barn, gazebo, playhouse, any structure greater than 6x6x4H, \$20.00; \*Fencing, or landscaping over 1 foot above ground, \$10.00; Dock: Must not extend over 35' in the water or be more than 1/3 of the water way (lesser of the two), \$10.00; Shed: Must not exceed 150 square feet, \$20.00

\*To include, but not limited to. See checklist for additional fees for alterations, extensions, and variances.

[X] Check the following (items 1 – 8) that are to be attached to this application for approval from the BCC:
(See detailed explanation on Project Checklist with corresponding number)

- 1. Annual Dues paid in full
2. Project fee (checks must be made out to LLPOA)
3. Complete Lot staked out. Must be completed before application is submitted.
4. Complete Project staked out. Must be completed before application is submitted.
5. Three (3) copies of grid plan and/or plot plan
6. Three (3) sets of working plans for all improvements
7. Three (3) copies of topographical elevation drawings
8. Three (3) copies of the Hillsdale County Health Department (HCHD) permit for septic system
[ ] Three (3) copies of the HCHD permit for water well BCC will approve pending receipt of these permits.
9. Copy of DNRE application and permit when required; no LLPOA project fee

Copy of the Zoning Compliance Permit from Somerset Township when required before beginning any work.
A Zoning Compliance Permit may be required by the Township and can be requested in conjunction with the BCC application for approval. We request a copy for our files.

I have read and understand the LLPOA Building Control Committee Project Checklist and Deed Restrictions for my subdivision, which have been made available to me at the LLPOA office. To the best of my knowledge all information submitted with this application is accurate and complete. I am aware that BCC representatives will be inspecting the property based on this application during the review and building process.

Notice Per Deed Restrictions – the outside of any structure must be completed within six months of the date construction starts. The Approval Certificate expires 12 months after the approval date. You should be aware that failure to follow Recorded Deed Restrictions, LLPOA Bylaws and LLPOA Rules & Regulations may cause sanctions to be imposed in accordance with the Bylaws of the Association. Such sanctions could include the loss of your member in good standing status with the Association, which in turn may cause a loss of lake privileges and/or civil action. If you become a member not in good standing, a \$100 reinstatement fee will apply.

Member Signature

Date

