

**GRAND LAKE TOWNE**

**PROCEDURE No.: 00:00:00:02  
ORIGINAL DATE: 24 January 2005  
REVISION DATE:**

**PROCEDURE: Building Committee Guidelines**

**POLICY:** To issue and approve Building Permits for all new construction and/or "add-on" construction utilizing the existing Grand Lake Towne Restrictive Covenants and Ordinances to insure that such construction meets the established requirements. Advise the Town Board as to the status of any Building Permits.

**GRAND LAKE TOWNE BOARD**

1. Appoint Grand Lake Towne residents to serve as members of the Building Committee.

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The Building Committee shall consist of four (4) Grand Lake Towne residents. Three (3) of the Committee members' signatures will be required for approval of a Building Permit.  
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- 1.1. Review the Building Committee membership the first Board Meeting in May of each odd-numbered year following the election of board and officer member(s).
  - 1.1.1. Replace Building Committee members as deemed necessary.
- 1.2. Appoint a new member to the Building Committee as vacancies occur or changes in membership are desired by the Town Board.

**BUILDING COMMITTEE**

2. Select a member of the Committee to serve as Chairperson.
  - 2.1. Provide Building Permit forms and completion instructions to Grand Lake Towne Property Owners.

**BUILDING COMMITTEE CHAIRPERSON**

3. Contact the other members of the committee and advise them of any Building Permits that need to be reviewed or property to be inspected by the Committee.

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PROPERTY OWNER

- 4. Request a Building Permit form from any Building Committee member.

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 A building permit is required for the construction of homes, detached buildings, and other permanent construction.  
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- 4.1. Complete the information on the Building Permit and include a plat, drawn to scale, that represents the "foot-print" of the construction as it will appear on your lot(s).

- 4.1.1. Provide the perimeter measurements of the lot(s) where the construction will occur and the outside measurements of the construction.

- 4.1.2. Refer to your property plat and design your construction so that no building, including "over-hang" or fence will extend beyond the Front Building Limit Line.

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 The "Front Building Limit Line" is twenty-five feet back from the front of the lot. Corner lots have a fifteen foot "Limit Line" on one side of the lot as indicated on the plat.  
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- 4.1.2.1. Verify that any construction, including "over-hang" and septic, will not involve the designated Easement Reserve.

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 Reserved Easement is "along and within ten (10) feet of the front and back lines and along and within five (5) feet of the side lines of the lots." When two lots owned by the same person are utilized for the construction of a home, the side easement between the two lots is not enforced.  
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4.1.2.2. Verify that planned fences will not obstruct the view of other residences (homeowners'). Fences may be placed on the back and side boundary lines with adjoining property owner's mutual agreement.

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If the adjoining property owner is not in agreement, the fence must be wholly on the fencing owner's property.  
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4.1.3. Locate and mark your property boundary lines so the Building Committee can readily inspect the building site.

5. Submit your completed Building Permit Request and drawing showing the location the construction will appear on your lot to a member of the Building Committee.

**BUILDING COMMITTEE**

6. Review the Building Permit Request and plat drawing, confirming that the requested construction conforms to the requirements set forth in the Grand Lake Towne ~~Restrictive Covenants and Code of Ordinances~~.

*Code of Ordinance*

6.1. Inspect, as a group (at least three [3] members), the indicated construction site.

7. Approve or reject the Building Permit Request.

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At least three (3) Building Committee members are required to sign the Building Permit form. If the Building Committee is evenly divided between approval and denial, the Building Permit will be forwarded to the Town Board for an approval or denial decision.  
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7.1. Check the "Approved" box on the "Building Permit," if approved, or check the "Denied" box and write the explanation for the denial on the back of the form.

7.2. Make a copy of the signed form and plat drawing, forward one of the copies to the Board for filing and send one copy to the requestor.

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**TOWN BOARD**

- 8. Review the Building Permit request when the Committee is evenly split concerning approval or denial and vote for approval or denial.**
  - 8.1. Advise the Building Committee of the Board's decision.**