

## L.C.P.O.A. BUILDING CONTROL COMMITTEE

11281 Hewitt Rd. Brooklyn, MI 49230 Phone: 517-592-2361 fax: 517-592-3710

Office Hours: 9am - 5pm, Monday - Friday

E-mail: lcpoa@frontiernet.net

Web: http://www.lakecolumbia.net

## L.C.P.O.A. BUILDING PLANS & REQUIREMENTS

**FEES:** \$100.00 fee for Home Review Plans

\$50.00 fee for Garage or Home Addition Review Plans

\$10.00 fee for Docks, Decks, Fence & all Misc. Review Plans

Cash or Check Payable to: L.C.P.O.A.

The following are requirements of the Building Control Committee for consideration or approval of plans on proposed Homes, Home Additions, Garages, Etc. The following is the complete responsibility of Owner.

### 1. Two complete sets of prints, outlining:

- (a) Foundation Plan
- (b) Front and Rear Elevations
- (c) Each Side Elevation
- (d) Construction Detail

\* Note: 1st set of plans stays at the office the 2nd set goes to the Columbia Twp. (Twp. also requires 2 sets of plans)

### 2. Two drawings of plot plan, listing:

- (a) Property Owner's Name
- (b) Sub-Division
- (c) Lot Number
- (d) Front, Rear, and Each Side Measurement
- (e) Property Address

### 3. Markers shall be placed at each corner and measurement point of lot. **Stake out and string Building.**

- (a) Markers and string must be placed outlining foundation plan on lot where construction is scheduled to take place.
- (b) Cut weeds for a 3-foot diameter around stakes.

### 4. Run string between lot corner posts\markers so property lines can be determined and proper setbacks assured.

### 5. Plans must be submitted to Building Control and approved before submitting to Columbia Township.

**\*\*A signed, approved copy of the print and plot plan is required prior to the issuance of a Building Permit by the Columbia Township Office, located at: 8500 Jefferson Rd., Brooklyn, MI 49230.**

Approximately SEVEN (7) to TEN (10) DAYS are required to completely check, process and approve plans.

The Building Control Committee shall approve/deny any plans and specifications for all structures erected in said subdivision (see recorded restrictions item 3, Building Control Committee). Structures include: homes, garages, decks, additions, fences, docks, carports and misc. If a builder is acting as the agent for a homeowner, the homeowner is ultimately responsible for compliance.

**Note:** Fence plans are not required to be approved unless the owner desires to install a fence that would extend in front of the front dwelling line. The side that faces the street shall be considered to be the front of any dwelling erected in this subdivision. (see deeded restrictions #3 letter "a" and "d")

### L.C.P.O.A. and Columbia Township: Front, Back, and Side Set-Back Requirements:

58' From Center of Road

25' Back Allowance

10' Both Side Set Back allowance

50' Set Back from Lake Front, if lot is Lake Front Property

**It is the property owner's responsibility to obtain the specific deeded restrictions pertaining to their property.**

Please respect your neighbors and abide by the Deeded Restrictions that constitute a legal contract with L.C.P.O.A.

## **BUILDING PLANS**

Property owner or builder must submit two copies of complete plans which will take approximately seven to ten days to be inspected by the Building Control Committee.

Fill out a Blueprint Evaluation Form (located under counter in wood cubby), take money, make 3 copies of form; 1 for the owner, 1 w/money, 1 goes w/2<sup>nd</sup> set of plans and is placed under the counter. The original goes with the 1<sup>st</sup> set of plans placed in BCC box.

Call a BCC member and let them know plans are waiting.

After inspection by the Committee, the plans will either be “approved” or “denied”. Denied plans may be re-submitted to the BCC after alterations are made (up to two more times, the appropriate fee will be charged again) or taken to the Township to request a variance, depending upon the situation. If approved:

1) Tear off top (white) copy and put it with the 2<sup>nd</sup> set of plans that were placed under the counter and file according to subdivision/lot in black file cabinets (back room).

2) Leave yellow copy with first set of plans and place in box labeled: “To be picked up by owners” under the counter.

### **Procedure for filing approved house, addition, garage, deck, dock, fence or other plans:**

1) Make a brown folder and write the lot and shore numbers in the corner (for new homes only or if a home that does not have house plans filed in a folder make a folder to file other plans such as addition plans.

2) Make necessary changes in computer as follows:

In Peachtree, go to Maintain, dropdown to Customer Prospects, Type in owner’s last name.

Click Change ID, the name, shore and lot will stay the same but put a # sign after the lot and shore number, click OK.

Go down to the bottom to EMAIL, it should read LOT or LO, change to HOME or HO, click save and close.

Go to Maintain, dropdown to Inventory Items, type in lot and shore (ex 01-001), click Change ID, put a # sign after lot and shore, click OK.

Go down to the bottom to Item Type, it should read LOT or LO, change to HOME or HO, click save and close

LO= Lot off Lake

LOT= Lot on Lake

HO= Home off Lake

HOME= Home on Lake

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