



Property Owners Association

11281 Hewitt Rd., Brooklyn, MI 49230
Hours: Mon. Wed. Fri. 9-5, Tue. Thu. 9-Noon
517-592-2361 - LCPOA@comcast.net - LakeColumbia.net

COVER LETTER FOR LAND, DOCK & WATER CONSTRUCTION DOCUMENTS

For any construction project, the **FIRST STOP** is the Lake Columbia Property Owners' Association (LCPOA)

NO Land or Waterfront Construction of any type on any LCPOA property can begin without first completing all requirements of the Deeded Restrictions, By-laws, Policies and Procedures and receiving approval by the Building Control Committee (BCC) in order to proceed with your permit request to either Columbia Township, Jackson County Department of Transportation (JCDOT) or State of Michigan agencies (EGLE, DNR, etc.).

The LCPOA Deeded Restrictions **DOES NOT** have a variance approval option. A variance received from Columbia Township will only apply if you have already received approval from LCPOA BCC for your construction project, prior to your permit request to Columbia Township and the Township Ordinances require a variance that does not violate the LCPOA Deeded Restrictions.

The Office, BCC, and Policies and Procedure Committee have created a set of Instructions for Land and Waterfront Construction that is available in the LCPOA Office for all existing and new LCPOA members and on the LCPOA Website. Copies of the Instructions are also available at the LCPOA Office for realtors, builders, architects, Columbia Township Office, or anyone who can assist a member with LCPOA Deeded Restrictions construction compliance.

BEFORE APPLYING TO COLUMBIA TOWNSHIP FOR A PERMIT REQUEST

- A. Land Construction (includes dock):** Before you begin building a new home, addition, garage, deck, fence, dock, or other (ex. carport) the following is required by the LCPOA:
1. Completion of BCC Land & Dock Construction Evaluation Form including a completed survey, past or current, to determine legal property lines and setbacks.
 2. Approval by the LCPOA BCC before you can proceed with your permit request to Columbia Township.

BEFORE APPLYING TO THE STATE OF MICHIGAN (EGLE, DNR ETC.) FOR A PERMIT REQUEST

- B. Waterfront Construction:** Before installing, replacing, or repairing a seawall, dredging, or any other construction (project) touching the lake bottom or the shoreline, the following is required by LCPOA:
1. Copy of BCC Waterfront Construction, Plans, Requirements, Park Use and Evaluation Form Instructions.
 2. Completion of BCC Water Construction Evaluation Form (including a completed survey, past or current, to determine legal property lines and setbacks).
 3. Completion of BCC Dredging Agreement (If necessary for the project).
 4. Signed BCC (Bottomland) Letter of Authorization for EGLE.
 5. Copy of LCPOA Park Use Policy if using the park for construction equipment, storage and/or transport of supplies via land or water for a land or water construction project.
 6. Completion of BCC Fee and Security Deposit Agreement for park use for construction equipment, storage and/or transport of supplies via land or water for a land or water construction project.
 7. If park use is for Land Construction, you must also complete Section A of this document, and BCC Water Construction Evaluation Form.
 8. If park use is for Waterfront Construction, you must also complete Section B of this document, and BCC Water Construction Evaluation Form.
 9. All Evaluation forms must be approved by the LCPOA BCC before proceeding with request for permit from the appropriate State of Michigan Agency: EGLE, DNR, etc.
 10. A copy of the approved appropriate State of Michigan Agency (EGLE, DNR, etc.) permit must be received by the LCPOA Office or provided by the Member before construction begins.



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LAND & DOCK CONSTRUCTION PLANS AND REQUIREMENTS

Approximately 7 to 10 DAYS are required to completely check, process and approve plans.

FEES: \$100.00 fee for New Home Review Plans
\$50.00 fee for Addition, Garage Review Plans
\$10.00 fee for Deck, Fence, Dock, and Other Review Plans
Cash or Check Payable to: LCPOA

The following are requirements of the LCPOA Building Control Committee (BCC) for consideration or approval of plans on proposed Homes, Home Additions, Garages, Decks, Fences, Docks, and Other (ex. Carports). 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, 2nd set of plans picked up by owner upon approval or denial
2. Two drawings of plot plan listing:
 - (a) Property Owner's Name
 - (b) Subdivision/Shore
 - (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. (Property Survey or proof that stakes conform with property survey must be included with plans).
5. Plans must be submitted to BCC 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.

Note Fence requirements: Per Deeded Restrictions 3.(d), Fences, walls and hedges, if any, shall be of open, construction not more than five feet in height and shall not extend in front of the front dwelling line. Any fences to extend to front of the front dwelling line must be approved by the BCC. Open construction is defined by BCC as 50%.

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

LCPOA and Columbia Township; Front, Back, and Side Set-Back Requirements:

- 25' From Front Survey Stake**
- 25' From Back Survey Stake**
- 10' From Both Side Survey Stakes**
- 50' Set Back from ALL Lake Front Survey Stakes, 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 LCPOA.

LCPOA LAND & DOCK CONSTRUCTION EVALUATION FORM

Date plan submitted: _____

LCPOA Dues Paid in Full

LCPOA Address: _____ **Shore:** _____ **Lot(s)#:** _____

Owner Name: _____ Phone #: _____

Builder Name (if applies): _____ Phone #: _____

TYPE OF CONSTRUCTION: New Home _____ Addition _____ Garage _____ Deck _____ Fence _____ Dock _____ Other _____

PAID: Date _____ Amount \$ _____ Cash _____ Cr Card _____ Check# _____ Emp. Initial _____ BCC Contacted _____

FOR BCC / OFFICE USE ONLY (BELOW)

NEW HOME: \$100

YES NO

Use is for residential purposes	_____	_____
Structure meets minimum square footage	_____	_____
Structure is properly placed on lot	_____	_____
Construction materials are new	_____	_____
4/12 roof pitch or greater	_____	_____
Private inside bathroom facilities	_____	_____
Exterior walls finished with approved siding	_____	_____
Structure different from other existing structures	_____	_____
SETBACK REQUIREMENTS MET:		
Sideline Survey Stakes = 10'	_____	_____
Front lot line Survey Stakes = 25'	_____	_____
Back lot line Survey Stakes = 25'	_____	_____
All Water line Survey Stakes = 50' (lakefront only)	_____	_____

FOR BCC USE ONLY

ADDITION, GARAGE: \$50

Construction materials are new	_____	_____
Garage Minimum Size 10' x 20'; Maximum Size 30' x 40'	_____	_____
Garage must have min. 8' overhead Door, Concrete Floor & Rat Wall Footing	_____	_____
Garage attached; Lakefront lot only	_____	_____
Garage Exterior walls finished w/approved siding & roof (appearance must conform to residence)	_____	_____
SETBACK REQUIREMENTS MET:		
Sideline Survey Stakes = 10'	_____	_____
Front lot line Survey Stakes = 25'	_____	_____
Back lot line Survey Stakes = 25'	_____	_____
All Water line Survey Stakes = 50' (lakefront only)	_____	_____

FOR BCC USE ONLY

DECK, FENCE, DOCK, OTHER: \$10

Deck: Construction materials are new	_____	_____
Fence: Open Construction 50%, 5' or under & meets front setbacks or has BCC approval	_____	_____
Dock: Minimum 10' from sideline Survey Stakes (if footage allows) (Watercraft should not infringe on neighbor's lot lines extended)	_____	_____
Other: _____	_____	_____
(Fill-in if applies) (If encroaching on the lot line, Irons need to be exposed)	_____	_____

FOR BCC USE ONLY

✓ Resubmit plan with deficiencies corrected (if applies) _____

APPROVED _____ **APPROVED WITH COMMENTS (See below)** _____ **DENIED** _____

Comments: _____

Additional comments on back

Signed: _____ Date: _____

LCPOA Building Control Committee Representative

(LCPOA Approval is limited ONLY to the attached Plans, which were submitted by the Homeowner at the time LCPOA BCC reviewed.)



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BCC FEE AND SECURITY DEPOSIT AGREEMENT **Use of Parks for Construction Equipment and/or Staging of Supplies**

NON-REFUNDABLE \$500 FEE FOR PARK USE

Receipt of non-refundable \$500 fee for Park Use is hereby acknowledged by Lake Columbia Property Owners Association hereinafter called LCPOA, from _____ (LCPOA Member) for use of the _____ Park Property for a Building Control Committee (BCC) approved project or to access Member property with materials and equipment through the park.

SECURITY DEPOSIT \$2,000

A sum of \$2,000 Security Deposit is required to ensure any park property, structures, parking areas, paving, fencing, playground equipment, lighting, flag poles, landscape, ramps, seawalls, docks and lake bottom are returned to pre-project condition. A portion or all the Security Deposit may be refundable. Pictures of the park structures, parking areas, paving, fencing, playground equipment, lighting, flag poles and landscape, ramps, seawalls, docks and lake bottom will be taken before and after the project. The LCPOA and Member will negotiate, based on the before and after pictures, to determine the amount of refund. The original signed agreement will be attached to the Water Alteration Evaluation Form and a copy provided to the LCPOA Member requesting the permit.

The Member and Member’s Contractor have the first right to remedy any damage to the property within a reasonable time period, but no more than one month following final inspection. Should the Member and/or Contractor fail to remedy the damage to the satisfaction of the LCPOA BCC within the reasonable time frame, the LCPOA will proceed with corrective action and all costs incurred will be the responsibility of the Member.

Should the damage to the park property repair costs exceed the \$2,000 Security Deposit, the Member agrees to compensate LCPOA for the balance remaining of the total cost, less the Security Deposit. In this event, the Security Deposit will not be refunded.

Should the Member fail to pay all fees and costs associated with this permit, the LCPOA may use all means available in accordance with the Deeded Restrictions and By-Laws to secure payment.

LCPOA Member’s Signature: _____ LCPOA Park Name _____

LCPOA’s Signature: _____
General Manager or BCC Representing LCPOA

(SEE REVERSE SIDE)

COLLECTION OF INITIAL SECURITY DEPOSIT:

Dated Received _____ **Amount Received \$** _____ **Cash** _____ **Check #** _____ **Credit Card** _____ **Initials** _____

AFTER COMPLETION OF PROJECT

Upon completion of the project and the park is restored, the Member must advise the LCPOA and request a final inspection of the park and refund of the security deposit. A joint inspection will take place by the Member and General Manager (GM) or BCC representative. The Member may have the contractor representative present, however, the contractor has no authority to negotiate a final settlement on behalf of the Member. The amount of refund will be determined by negotiation between the GM or BCC Member and Member, following completion of the project. The Security Deposit is to ensure the park property, any structures, parking areas, paving, fencing, playground equipment, lighting, flag poles and landscape are returned to pre-project condition.

NEGOTIATED REFUND AMOUNT \$ _____ **(\$2,000 or LESS)**

LCPOA Member's Signature: _____ LCPOA Park Name _____

LCPOA's Signature: _____
General Manager or BCC Representing LCPOA

OR

IF DAMAGES EXCEED \$2,000 SECURITY DEPOSIT:

Should the damage to the park property repair costs exceed the \$2,000 Security Deposit, the Member agrees to compensate LCPOA for the balance remaining of the total cost, less the Security Deposit. In this event, the Security Deposit will not be refunded.

NEGOTIATED ADDITIONAL COLLECTION AMOUNT \$ _____ **(IF EXCEEDS \$2,000)**

LCPOA Member's Signature: _____ LCPOA Park Name _____

LCPOA's Signature: _____
General Manager or BCC Representing LCPOA

REFUND:

Date Refunded _____ **Amount Refunded \$** _____ **LCPOA Check #** _____ **Emp. Initials** _____

OR

COLLECTION:

Date Collected _____ **Additional Collection \$** _____ **Cash** _____ **Check #** _____ **Credit Card** _____ **Initials** _____