

## ARCHITECTURAL CONTROL COMMITTEE PROCEDURES

Upon making application to the Lake Shannon Architectural Control Committee (ACC), please be advised of the following requirements and procedures.

No building is to be erected, placed or altered on any lot until the following items have been approved by the ACC:

- a. Construction plans and specifications.
- b. Plot plan showing proposed location of the structure, all setbacks indicated, well and septic drain fields and an approved perk test by the governing Health Department.
- c. Property is to be staked, indicating location of proposed structure, for site inspection.

A complete copy of building restrictions is contained within the Lake Shannon Bylaw Handbook - refer to Article VIII, pages 8-12.

Provided all information, as noted above has been furnished, please allow two weeks for approval of a submitted set of plans.

Lake Shannon Association Board of Trustees

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ACC Committee Chairperson

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Chairperson phone number

## CHECK LIST FOR ACC APPLICATION APPROVAL

Date: \_\_\_\_\_ Lot #: \_\_\_\_\_

Applicant name(s): \_\_\_\_\_

Property location: \_\_\_\_\_

Applicant current address/phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Documents presented:

1. Approved perk test.  
Dated: \_\_\_\_\_ Health Dept. ID#: \_\_\_\_\_
2. Site plan including location of proposed structure.
3. Building and gradelines.  
Setbacks: \_\_\_\_\_ front; \_\_\_\_\_ rear; \_\_\_\_\_ left side; \_\_\_\_\_ right side.
4. Location of well. Front: \_\_\_\_\_ or Rear \_\_\_\_\_.  
Location of septic. Front: \_\_\_\_\_ or Rear \_\_\_\_\_.
5. Exterior design/materials \_\_\_\_\_.
6. Rejected due to similarity to existing structures? Yes \_\_\_\_\_; No \_\_\_\_\_
7. Type of Structure. Ranch \_\_\_\_\_; Two-story \_\_\_\_\_; Tri-level \_\_\_\_\_.  
Does the structure have a lower level walkout? \_\_\_\_\_
8. Square footage: \_\_\_\_\_.
9. Size of attached garage. 1-1/2 Car \_\_\_\_\_; 2 Car \_\_\_\_\_; 3 Car \_\_\_\_\_.

### This is application for construction of:

- |                               |                             |
|-------------------------------|-----------------------------|
| _____ Single-family residence | _____ Animal pen/dog kennel |
| _____ Remodeling/Addition     | _____ TV Antenna system     |
| _____ Boat House              | _____ Solar heating system  |
| _____ Fence                   | _____ Sea Wall              |

### It is further required that:

1. The exterior must be completed within one year from the date of commencement of the construction.  
(Date Building Permit Issued \_\_\_\_\_)
2. Landscaping must be completed within one year after the date of occupancy.  
(Date of occupancy \_\_\_\_\_)
3. Signs must be removed from site within 14 days of change of ownership or occupancy.

LETTER OF INTENT

I, \_\_\_\_\_, of Lot number \_\_\_\_\_,  
and Tax Code number \_\_\_\_\_ submit the attached  
plans for review by the Lake Shannon Architectural Control Committee.

All necessary documentation, as stated on the ACC Procedures  
and Checklist sheets have been submitted.

I have read and understand the requirements setforth in the Lake  
Shannon Bylaws Handbook. It is my intent that this project will conform to these  
requirements.

I further understand that all exterior work will be completed within  
one year from the date of issuance of the building permit. No exposed  
masonry surface will remain. Landscaping will be completed within one year  
after the date of occupancy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Daytime Phone