

NEW HOME CONSTRUCTION PERMIT PROCESS

Lakeland Village Community Club

- **Make an Appointment to Meet With The Architectural Control Committee**
- **Receive a Construction Permit Application Packet at Lakeland Village Office or Electronically.**
 - New Home Construction Permit Process
 - Construction Permit Application
 - ACC NEW HOME CONSTRUCTION PERMIT CHECKLIST that outlines permit sequence process and considerations (intended for use by the ACC during application process).
 - ACC Permit Guidelines
 - Division Covenants for the construction site.
 - Resolutions 3, 5, 7, 8, 11, 12 (Div 11 only), 16, 17 and 26.
- **Meet with Architectural Control Committee (ACC) to submit:**
 - Approved Mason County Permits complete with one set of plans and specifications showing:
 - 1) The areas to be cleared and the trees and natural growth to be removed.
 - 2) The exact location of the construction on the lot.
 - 3) The size and dimensions of the structure.
 - 4) The locations of driveways and parking areas.
 - 5) The scheme for drainage and grading.
 - 6) The exterior design.
 - 7) The exterior color schemes with samples.
 - 8) Proposed basic landscaping plan.
 - Clarify procedures and rules, questions.
- **Site Visit Review with the ACC upon completion of these requirements:**
 - Trees and brush being removed marked with surveyor's tape and lot corners staked?
- **Receive approved Permit for tree removal and ground clearing, staked lot.**
- **Site Visit to Review the following:**
 - Construction footprint staked?
 - Structure setbacks at 25' front, 5' sides and 20' back?
 - Footprint situated appropriately to homes on either side?
 - County setback from water's edge (if applicable)?
 - Is any view by others compromised un-necessarily?
 - Are there any height restrictions to consider?
- **Finalize Permit Checklist**
- **Receive approved Construction Permit**