

APPLICATION DATE \_\_\_\_\_

PERMIT # \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

## FORT CLARK SPRINGS ASSOCIATION, INC.

### APPLICATION FOR CONSTRUCTION PERMIT

Instructions: Fill-out application, staple minimum essential requirements, sign and date.

#### MEMBER INFORMATION

(ONLY A MEMBER IN GOOD STANDING MAY MAKE APPLICATION)

NAME \_\_\_\_\_

STREET/EMS  
ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

PROPERTY LOCATION

UNIT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_

#### BRIEF DESCRIPTION OF PERMIT REQUEST

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SEE BELOW FOR MINIMUM ESSENTIAL INFORMATION

#### MINIMUM ESSENTIAL INFORMATION (Examples Provided)

The following is a check list of minimum essential information required for construction permit approval, as applicable to type of construction:

- PLOT PLAN** (provided by the association if available) or sketch to include the following (Attach to application)

\_\_\_\_ Lot lines with dimensions (by ft.), easements, and streets abutting lot. \*\**Lot lines* are the dimensions of owner's lot

\_\_\_\_ Set backs of construction, from lot lines (by ft.) \*\**Set backs* refers to the distance from lot lines allowed for placement of a structure according to CCR's of Unit

\_\_\_\_ Plan of water, sewer, and gas lines with clean out (if applicable). \*\*On Plot Plan/Sketch draw location and point of entry into structure of water/gas.

\_\_\_\_ Indication of existing construction including location of propane tank.

\_\_\_\_ Dimension of new construction in elevation and plan sq.ft

- PLAN VIEW OF CONSTRUCTION** – including front and side elevations in (ft.) \*\*This refers to a ground level view of the structure to be placed or to undergo construction

- MATERIALS LIST** \*\*Type of material and color of all exterior construction color chips (attach to application)

**IF FENCE TO BE INSTALLED:**

- \_\_\_\_\_ Type of post and spacing, corner bracing, height.
- \_\_\_\_\_ Location of gates
- \_\_\_\_\_ Type and/or gauge of fence material.

**ADDITIONAL INFORMATION APPLICABLE TO MOBILE HOMES AND/OR RECREATIONAL VEHICLE LOT**

- Statement of condition, year of manufacture, brand, size and color.
- Skirting material and color
- Slab, runners, or piers construction and/or ground cover.
- Self-propelled or towed. \_\_\_\_\_
- Sewer connected toilet and shower facility.
- Slab, runners and/or pad construction.
- Number of cubic feet

**SLAB, IF APPLICABLE (SEE RES. 85-4 FLOOR ELEVATION)**

NOTE: RES 93-11: The finished floor elevation of any habitable portion of a dwelling shall be at least 12" above the mean grade level of the lot.

CONSTRUCTION OR PLACEMENT OF ITEMS ON GREEN BELT OR F.C.S.A. PROPERTY IS STRICTLY PROHIBITED.

**REQUEST FOR VARIANCE:** \*\*If your project will be outside CC&R guidelines this is called a 'variance.' Please describe below:

**MY CONTRACTOR IS** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

**CONSTRUCTION DATA AND PERMIT FEES**  
(Sq. Footage below pertains to habitable areas only, i.e. deck, carport need not be included)

- WATER/SEWER TAP (\$750)**
- NEW SITE BUILT HOME** {\$25+\$0.10 Sq Ft.}..... Sq. Footage \_\_\_\_\_
- ADDITION OF A HABITABLE AREA** {\$25+\$0.10/Sq Ft}..... Sq. Footage \_\_\_\_\_
- MOBILE OR MANUFACTURED HOME** {\$25+\$0.10Sq Ft}..... Sq. Footage \_\_\_\_\_
- INDUSTRIALIZED HOUSING OR MODULAR HOME** {\$25+\$0.10/Sq Ft}..... Sq. Footage \_\_\_\_\_
- PERFORMANCE ON A RV LOT** {\$50+\$0.10/Sq Ft)  
(Minimum performance requires - utility hookups, and lot Surfacing).....Sq. Footage \_\_\_\_\_
- EXTERIOR MODIFICATION OF EXISTING BUILDING, Room Addition, Paint(\$25) Specify Type** \_\_\_\_\_
- MODIFICATION WITHIN THE SCOPE OF APPROVED PERMIT#** \_\_\_\_\_  
**PRIOR TO EXPIRATION OR FINAL INSPECTION (\$10)**
- ONE TIME EXTENSION TO UNEXPIRED PERMIT #** \_\_\_\_\_ (\$ 15)
- CC & R REPAIR, SATELLITE DISH, PROPANE TANK/Swimming Pool (Size & Placement) {\$ -0-}**
- AIRPORT HANGER (OPEN COVER - \$ 75/ENCLOSED - \$125)**
- UNDERGROUND SPRINKLER SYSTEM (M.U.D. APPROVAL/see below) (\$25)**
- LANDSCAPING OR OTHER (Fence, Paved Driveway/Carports) \_\_\_\_\_ (\$ 25)**

**\*\*\*Penalty for working without a building permit will be \$25.00 plus the original permit amount.\*\*\***

**PERMIT FEE \$** \_\_\_\_\_  
(NOTE-PERMIT EXPIRES 6 MONTHS FROM DATE OF APPROVAL OR UPON FINAL INSPECTION, WHICHEVER COMES FIRST)

Permit Fee Paid This \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_ .  
Received By: \_\_\_\_\_

**STATEMENT OF COMPLIANCE AND INTENT**

I certify that the information provided in this application is true and correct and that I have read, understand and will comply with the CC&R's applicable to my unit. I understand and that I may not begin any Construction without having secured and paid for an Approved Construction permit. I accept that this application must be submitted no later than 5 P.M. on the Wednesday before the Tuesday Architectural Committee meeting and that an incomplete application may cause delay in the approval process. Any work, which requires or involves water, must be certified by M.U.D. as provided below. As the member I am responsible for all work performed by my authorized contractor and for removal of all construction debris. I agree to notify the Construction coordinator When I am prepared for final inspection.

(NOTE-PERMIT EXPIRES 6 MONTHS FROM DATE OF APPROVAL OR UPON FINAL INSPECTION, WHICHEVER COMES FIRST)

MEMBER SIGNATURE \_\_\_\_\_

The checked box is the decision of the Architectural Committee under authority granted in the dedicatory instruments of the Fort Clark Springs Association and is recorded in the minutes of the Committee meeting this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_.

- APPROVED
- APPROVED WITH EXCEPTION \_\_\_\_\_
- DISAPPROVED \_\_\_\_\_

Committee Initials

\_\_\_\_\_  
Chairman, Architectural Committee

THIS section must be completed & approved prior to any new water or sewer tap, new plumbing or sprinkler system:

- Sketch presented of water/sewer lines, approved.

Date: \_\_\_\_\_ BY: \_\_\_\_\_  
Fort Clark Mud Manager

## **FORT CLARK SPRINGS ASSOCIATION, INC.**

Dear Member:

Thank you for submitting your application for a permit.

The Architectural Committee, appointed by the Board of Directors of the Fort Clark Springs Association, has developed a set of standards that promotes consistent decisions, fairness and equity among the residents, as well as enforcement; which is essential to preserve, maintain, enhance and protect the property values and assets of Fort Clark.

In accordance with the Declaration of Protective Covenants specifically the Covenants, Conditions, Restrictions, and Reservations (CC&R's), the Committee reserves the discretionary right to 'placement' and 'improvements' made on or to structures on Fort Clark Springs.

As such, members must submit an application along with the minimum essential information required on the application to obtain a permit. We have included examples for your reference. Applications can be acquired at the Member Services Office. The Committee meets each Tuesday morning at 9:00 a.m. in the board room; however the application must be submitted on Wednesday prior to the meeting date.

We are here to help you. To avoid a delay of permit issuance, please be sure to go over your application submission with association personnel, checking the boxes listed next to each item.

### **THINGS TO REMEMBER:**

- 1) THE COMMITTEE CANNOT ISSUE A PERMIT WITHOUT REVIEWING THE MINIMUM REQUIRED INFORMATION AS LISTED ON THE APPLICATION.
- 2) Permits granted must be displayed in plain sight at all times while construction is underway. If no permit exists, construction must cease immediately until one is acquired.
- 3) Temporary vehicle pass required: All contractors must check in with Security and obtain a temporary vehicle pass to be displayed in plain view upon entering the Fort. If no temporary pass exists, said individuals will be asked to leave Fort Clark Springs until one is obtained under Rules and Regulations governing member guests.
- 4) Upon completion of project, please return your permit to the front office.

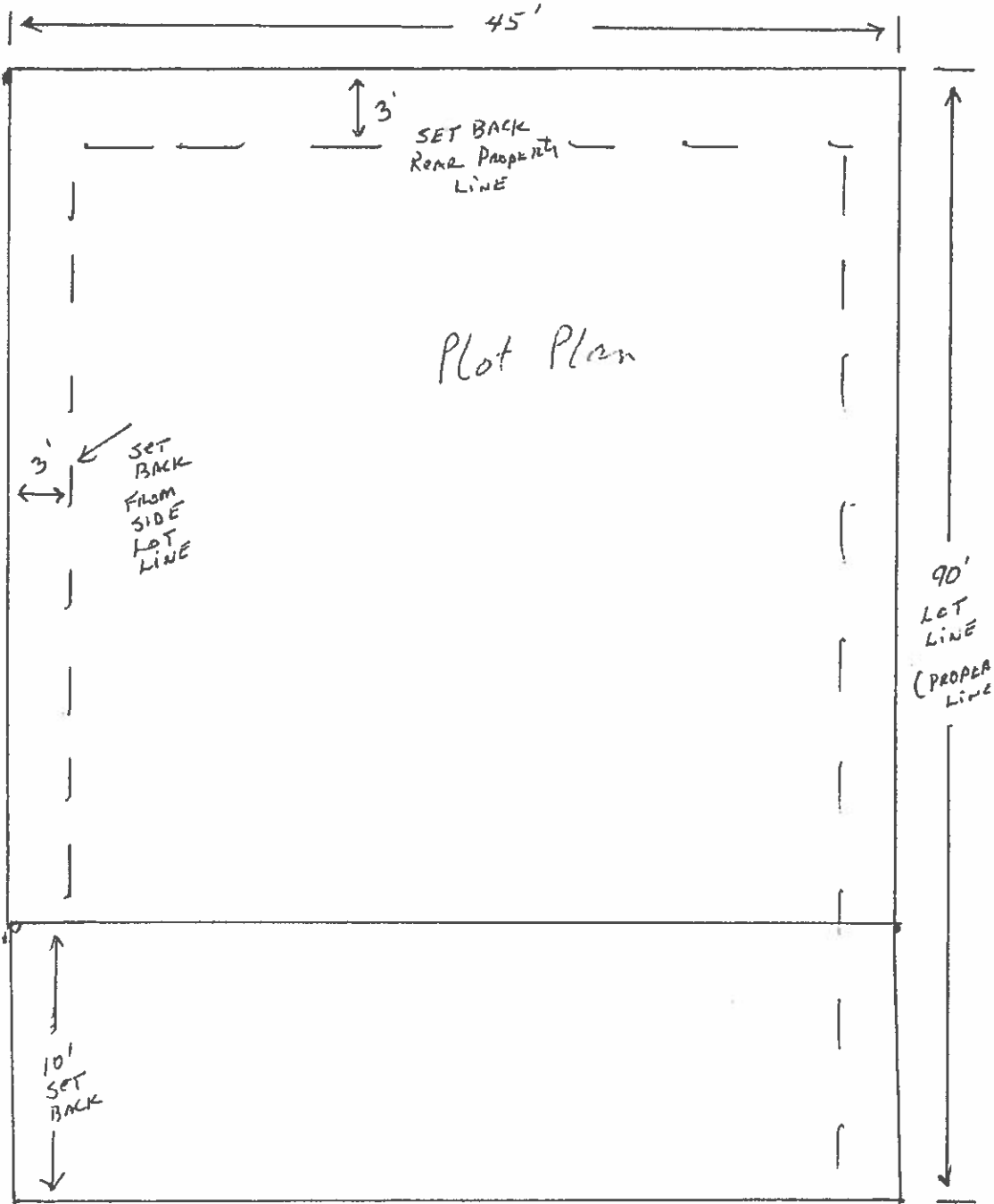
Thank you for your cooperation and for doing your part to keep Fort Clark Springs a nice place to call home,

Fort Clark Springs Architectural Committee

Member # \_\_\_\_\_

EXAMPLE  
LOT LINES  
SET BACK LINES

Unit — Lot



Plot Plan

FRONT  
PROPERTY  
LINE

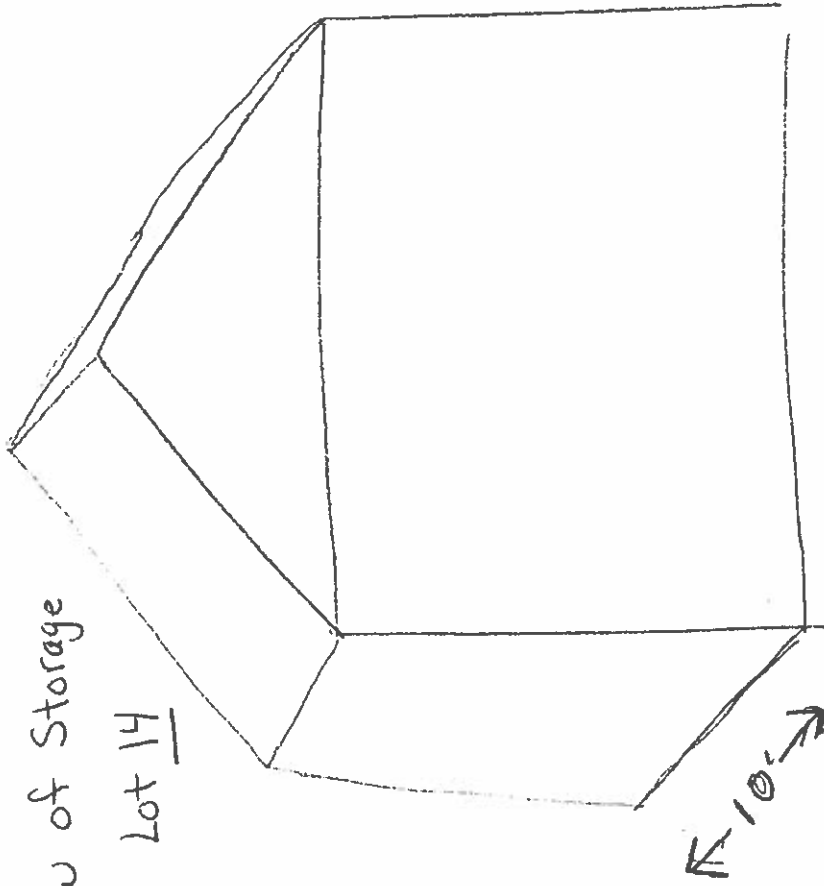
CAMPBELL STREET

Example

member # \_\_\_\_\_

Plan View of Storage

Unit 3 Lot 14



7.5'

← 12' →

← 10' →

Beige, Tin Roof

Color, Type of roof

Color, Type of building material

120 sq ft

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## ***EXAMPLE MATERIALS LIST***

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NAME: \_\_\_\_\_

MEMBER #: \_\_\_\_\_

Unit: \_\_\_\_\_ Lot #: \_\_\_\_\_

### **Materials List:**

#### **Mobile Home**

Footings for mobile home – concrete  
Blocked with concrete blocks  
Anchored with Metal bands connected to anchors  
Under pinning – natural stone

#### **Deck**

All materials will be composite wood  
10 - Concrete footings  
6 - 4 foot posts (4x4)  
3 - 4x8x20' Beams  
40 - 2x6x10' Decking  
9 - 4x4x3' Railing Post  
80 - 2x2x3' Balusters  
8 - 2x6x10' Railing & Cap to rail  
1 - Stair Case  
2 - Ramps 4' wide & 8' long  
8 - 2x12x8' Beams  
32 - 2x6x4' Decking