

## GLOA Architecture Application Instructions and Form

### The Approval Process for New Homes, Additions, and all other Improvements on Grandview Lake Properties. (See “Dredging” procedure and form for dredging-specific information)

#### INSTRUCTIONS:

If you are planning the construction of a new home or home remodel that modifies the exterior footprint, decks, boat dock, boat house, roofed entertainment area, storage shed, garage or any other accessory structures that will be built or placed on your lot, **prior to starting work**, it is necessary to first submit your plans to the Grandview Lake Lot Owners Association office representative who will share your input with the Grandview Lake Manager and the Architectural Committee Chairman. You are required to gain prior approval for these improvements under covenants, plat restrictions and the GLOA policies and procedures documentation that can be found on the Grandview website, i.e. [www.grandviewlake.org](http://www.grandviewlake.org). Plans should be submitted in paper(s) or electronic file(s) to the GLOA office. Plan ahead. Do not wait until the last minute. The architectural committee will review promptly and in a reasonable timeframe, but per the procedural guidelines this can take up to 30 days from date of submission. You will receive a letter of approval or denial from the architectural committee chairman. For Grandview lots, the Bartholomew County Department of Code Enforcement requires a GLOA approval letter before issuing a city/county building permit. Contractor work taking place outdoors is limited to the time frame of 730am to 700pm Monday through Friday and 8am -4pm Saturday. No Sunday or Holiday work is allowed. This includes, but is not limited to, the use of any type of earth moving equipment, skid loaders and material moving equipment, pneumatic nail gun, air compressor use, table saws, and hammers. No outdoor contractor construction work may occur after sunset. Work is to be limited to daylight hours in the event the above specified time frame falls into the hours after dark.

#### Items Required as Part of Your Complete Application

1. Complete the Form (page 2 of this instruction). If a contractor is involved, please include contact information. Do not start any excavation on the lot related to this improvement, e.g. a new home, prior to providing this form and receiving architectural committee approval. Also, remember that silt fences are mandated to prevent lake contamination. Acceptable methods are turbidity cloth, straw matting, strawbales, or silt fabric fencing.
2. The planned construction area corner outline as well as the lot boundary lines for both sides of the lot should be clearly marked with wooden stakes, flags or other readable markings.
3. The site plan must be submitted and show the exact location of the subject improvements on the lot, i.e. actual distances to existing structures and lot lines, setbacks, easements and shorelines. The plan should be drawn “to scale” so that the review committee can check the dimensions & distance to setbacks. If your plans include over water docks or an overwater structure your site plan must show the lot lines into the water for your lot as defined by the county plat. A site plan prepared by a licensed surveyor is recommended. For new construction or plans including earthwork/ foundations please include a grading plan showing existing and proposed contours.
4. All improvements are considered of a permanent nature; therefore, will be subject to the prescribed setbacks for your addition and lot.
5. Building Plans; e.g. “Blueprints”, should show a building’s footprint, elevations, square footage and dimensions so that the improvement can be evaluated based on the requirements for your lot and addition.
6. In the event that there is a problem with your plan as it relates to the covenants, GLOA architectural guidelines or plat for your section, you will be asked to make the necessary adjustments or meet with someone on the committee to discuss your submittal.
7. Upon GLOA Architecture Chairman written approval of application, no increase to dimensions are permitted without a communication of revised plans to the GLOA office. GLOA Architectural committee members and the GLOA lake

manager are permitted on-site privileges to ensure compliance. Changes may result in revocation of the GLOA approval letter and notification to the Bartholomew County Department Code of Technical Enforcement who may in turn issue a county building permit violation.

Lot # \_\_\_\_\_

Date completed application received by G.L.O.A \_\_\_\_\_

**Grandview Lake Architectural**  
**Application FOR**  
**for Review of Improvements**

Lot Owner Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Addition: \_\_\_\_\_ Date: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

Owner's mailing address: \_\_\_\_\_  
\_\_\_\_\_

Owner's Phone Numbers: \_\_\_\_\_

Owner's E-mail Address: \_\_\_\_\_

Proposed Improvement Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form of Silt Prevention to be Used: \_\_\_\_\_

Person Making Application: \_\_\_\_\_

Will there be a contractor involved in the project? \_\_\_\_\_  
\_\_\_\_\_

Please submit copies of all drawings, sketches and site plans along with a copy of this Application Form in paper or electronic files. Plans submitted to the GLOA office will not be returned, kept on file in the GLOA office are treated as confidential. Remember, plan ahead. Do not wait until the last minute. The architectural committee will review promptly and in a reasonable timeframe, but per the procedural guidelines this can take up to 30 days from date of submission.

Date completed application received by GLOA \_\_\_\_\_

Lot #  
\_\_\_\_\_

**GLOA TEMPORARY CONSTRUCTION PARKING PAD**

**INSTRUCTIONS AND FORM**

To: Grandview Lot Owners and contractors working on their behalf:

**INSTRUCTIONS:**

The “Grandview Land Regulations” procedure prohibits use of the Grandview Woods for personal use. A temporary exception may be made allowing construction of a parking pad in the road right of way if the Lot Owner agrees to use best practices including maintaining drainage, road clearances, utilizes proper aggregate and agrees to restore the land to its pre-construction grade within 60 days of completion of construction and / or certificate of occupancy. Of utmost importance is proper water drainage grading. Contractor and subcontractor equipment and vehicles will not be allowed to park on Association land without the appropriate approval and deposit. This parking pad permit allows for up to a 10 by 40’ dimension. Above the 10x40 dimension, with an escrow amount of \$2000, the amount is prorated and added to the \$2000, based on the actual linear dimension (Every 10’ additional @ \$500)

Owner agrees to the larger of a \$2000 deposit or the prorated amount based on actual dimension, to be held in escrow until completion of construction and restoration of Association land to its pre-construction grade.

**FORM:**

My signature below signifies that I agree to the above conditions for placement and removal of a temporary parking pad during the term of my construction project.

I agree that if I do not satisfactorily return the site to its prior condition that the GLOA will take necessary actions to have the site remediated. Pre-construction photos will be available to determine prior condition.

Requesting Lot Owner Lot Number: \_\_\_\_\_

Requesting Lot Owner Signature: \_\_\_\_\_

Projected parking pad start date: \_\_\_\_\_

Projected parking pad removal date: \_\_\_\_\_

Date: \_\_\_\_\_

GLOA Architecture BOD Chair or Lake Manager Permission Granted:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GLOA: Scan into folder “year GLOA Temporary Parking Pad Permission” Do a save-as Lot # Parking Pad”