

## 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.

I understand that under the GLOA Covenants, Bylaws, Architectural Control Guidelines, and the rules and regulations of Grandview, the Board/Architectural Committee will act on this request and provide me with a written response of their decision. By signing below and submitting this Application, I further understand and agree to the following provisions:

1. The Application must include all relevant information and specifications for any intended work, or the submission will NOT be considered complete and will NOT be considered an Application for the purposes of the Committee's review. The Committee, upon receipt of this Application, may request additional information, documents, specifications, or materials prior to making a decision, and the Application will not be considered complete until all such requested information and materials have been received.
2. No work or commitment of work will be made by me until I have received written approval from the Association.
3. All work will be done at my expense and all future upkeep will remain at my expense.
4. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself and/or a licensed and insured contractor. I am responsible for any harm, injuries or damages caused to persons or property by defective or faulty work performed by myself and/or my contractor(s) and subcontractors.
5. All work will be performed at a time and in a manner to minimize interference and inconvenience to other owners.
6. I assume all liability and will be responsible for all damage and/or injury to persons or property which may result from performance of the work contemplated by this Application, including, but not limited to, damage caused by excavation, construction, defective work, or alterations in topography or landscape.
7. I will be responsible for the conduct of all persons, agents, contractors, subcontractors, and employees who are connected with the work contemplated by this Application, and will be liable for any harm, damage, or injury caused by said persons.
8. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, the community Covenants, Bylaws, Architectural Guideline, rules, policies, and plat restrictions (inclusive of setback requirements), and other regulations and requirements in connection with this work, and I will obtain any necessary governmental or third party permits and approvals for the work. I understand and agree that the Association, its Board of Directors, its Agents/Lake Manager, and/or the Committee have no responsibility with respect to such compliance and that the Board of Directors and/or the Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, drawings or work comply with any law, code, covenant, guideline, plat restriction (inclusive of any setback requirements), regulation and/or requirement.
9. Neither the Committee nor any agent thereof, nor the Association or its Board of Directors, shall be liable in any way for any costs, fees, damages, delays, or any charges or liability whatsoever relating to the approval or disapproval of this Application and the plans submitted therewith, nor shall the Committee or Association be responsible in any way for any defects in any plans, specifications or other materials submitted to it, or for any defects in any work done according thereto. Further, the Committee, Association, and/or its agents/lake managers make no representation or warranty as to the suitability or advisability of the design, the engineering, the method of construction involved, or the materials to be used. Furthermore, the Committee, Association, and/or its agents/lake managers make no representation or warranty whatsoever as to the structural integrity of the changes, improvements, structures, buildings, excavations, alterations and/or work made and performed pursuant to this Application. All parties should seek professional construction advice, engineering opinions, and other applicable professional inspections and reports as necessary prior to and during construction.
10. The Committee shall review the elevations ONLY of any proposed dwelling or other improvements such that the Committee and Association shall not be liable for any alleged deficiencies concerning the height or placement of any improvements. Thus, neither the Association nor the Committee shall be responsible for

anything related to height, setbacks, grade, finished floor or other elevations, drainage, or home position upon a Lot. The Town and applicable building ordinances shall control such matters.

*I, the homeowner, hereby acknowledge that I have read and understand the Architectural Control Guidelines, rules and regulations, Association Covenants, and Association Bylaws, as well as any Plat Restrictions applicable to my property, and by submitting this application, agree to ensure the work performed pursuant to this Application will be in compliance with such documents, covenants and restrictions, as well as the requirements and conditions set forth in this Application. Furthermore, I acknowledge that I am responsible for ensuring that the improvements do not extend into any setback area, easement, or Common Area, or block access to utility meters or equipment. I will accept full responsibility of any cost to remove and/or replace this improvement if the utility company needs to access this area or my improvements adversely affect an easement. Additionally, if the Association, in the Board's or Committee's discretion, determines that any work performed pursuant to this application is in violation of the Architectural Control Guidelines, rules, Covenants, Bylaws, or other governing documents or policies of Grandview, I will be responsible for making all necessary changes and performing all necessary work to bring my property into compliance as requested by the Association.*

\_\_\_\_\_  
Signature of Homeowner                      Date                      Signature of Homeowner                      Date

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”