

Port Duncan Owner's Association

Building Approval Guidelines and Form

Revised: October 21, 2015

GENERAL INFORMATION

Advanced approval is required for nearly all construction activity in Port Duncan. The following document is designed to help guide you through the application and approval process.

No construction of a dwelling, building addition or a detached structure will be permitted without authorization by the Building Committee of your phase IN WRITING and PRIOR TO moving any heavy equipment onto the lot for clearing, site preparation, start of construction activity (including moving materials onto site). Any damages caused during clearing or construction are not the responsibility of Port Duncan Owner's Association. The lot owner on which the construction or clearing activity is occurring is responsible for correcting any damage to neighboring properties or to PDOA roads. This entire document must be initialed at the bottom of each page and submitted by the property owner with the Building Plan Approval application.

There are 3 types of activities that require approval:

- 1) Standard Construction
This includes clearing a site, moving equipment and materials onto the site, and construction of a primary residence. This must be completed within 6 months of the start date.
- 2) Additions
This includes clearing a site, to construct an addition to a primary residence or to construct an out building adjacent to an existing primary residence. This must be completed within 6 months of the start date.
- 3) Clearing
This covers clearing a site using heavy equipment, with no intention of building a structure in the near future. This includes setting a water meter and a power meter. Equipment and debris must be removed within 60 days of the start of the clearing project, and within 6 months of the issuance of the approval. No excavation for future construction is authorized under this approval. It should be noted that clearing a lot with hand carried tools such as a chain saw, limb saw, or small equipment such as garden tractors does not need prior approval.

GENERAL INFORMATION, CONTINUED

Decks and interior remodeling require no building advance permission. However, decks must match the surrounding area and be completed within the 6 months of the start date. All building materials and debris must be removed within 60 days of completion of the project and must not be stored on the property more than 60 days prior to the start of the project.

REQUIREMENTS PRIOR TO CONSTRUCTION

Submit completed Plan Approval request to a building committee member from your phase.

Provide a full set of architectural plans for proposed construction, including finishing details.

Provide a site plan showing location of all structures and showing measurements from all boundaries and roads.

Before building plan approval is granted, the Building Committee may, at their discretion, require documentation of financial capability to completely finish the proposed project.

GENERAL CONSTRUCTION REQUIREMENTS

The property owner will be responsible for obtaining any survey work necessary to meet the setbacks required in the restrictive covenants.

MISCELLANEOUS INFORMATION

Included with this application packet are copies of the PDOA Restrictive Covenants. The regulations differ by phase, so please become familiar with the requirements for your phase in order to avoid delays in the approval of your application.

BUILDING PLAN APPROVAL FORM

Property Owner Name: _____

Phase # _____ Block # _____ Lot # _____

Building Plan Approval type (check one)

- Standard Construction - clearing and construction
- Construction of Addition - clearing and construction
- Clearing - heavy equipment

Requirements for Build Plan Approval for Standard Construction and /or for an Addition:

Submit a complete set of architectural plans for building construction or additions or submit photos for approval of mobile home move in.

On plans or on separate drawing or sketch, show measurements from all structures to property lines and distances between buildings

BUILDING PLAN APPROVAL FORM, CONTINUED

I hereby declare that I have read and understand this application and the Restrictive Covenants for my phase, and that I will comply with those aforementioned restrictions and requirements. If for any reason, I cannot fully comply with a particular requirement, I will file a written request for a deviation with the Building Committee from my phase. I also understand that if any damages to the roads or to neighboring properties occur during the construction or clearing process, I am financially liable for those damages.

Property Owner _____
Signature Printed name

Property Owner _____
Signature Printed name

Date _____

This area for Building Committee Use:

Date Application received: _____

Case number assigned: _____

Site visit by: _____

Date Approval Granted or Denied _____

signature 1

signature 2

signature 3