

Seven Bays Estates Unlimited
Building Permission Packet (BPP)
Revised 8/19/18

Date Submitted: _____

Lot Owner Name: _____

Lot Description: Plat _____ Block _____ Lot _____

Circle Application Description: Doublewide House Garage Storage Shed Other

Building Size: Width _____ Length _____ Sq. Ft. _____

Please provide Engineering Drawings and a copy of your survey report with your BPP for review. All Board members MUST review every BPP submitted and sign on Page 6 whether they approve or disapprove the BPP.

Conventional Framing: _____ Other Building Practices: _____

Provide a sample of the siding and the roofing material with your packet.

Exterior Building Material: Walls _____ Roof _____

Building Colors: Walls _____ Roof _____

Starting Date _____ Submitted Date _____

In the space provided below detail the following information. If you need more space use the back of this page.

1. Lot size.
2. The location of the building on the lot showing setbacks. Lot Owner responsible for initial staking before approval. Then after excavating for foundation, building needs to be re-staked.
3. Names of all immediate neighbors

Board Initials _____

Construction Damage

Lot Owner will be held responsible for any damages to roadways, right of ways, drain ditches, water or sewer mains, electrical and/or telephone lines. All emergency repairs to association utilities and additional damages caused by said emergencies will immediately be repaired by Seven Bays Certified Water & Sewer System Operator and Maintenance Contractor and costs billed to the individual responsible for damage.

Any other damages that occur must be repaired to the satisfaction of the Board of Directors or approved by the Seven Bays Estates Certified Water & Sewer System Operator and Maintenance Contractor. If the repair is found to be unsatisfactory, the lot owner will be notified to complete additional repairs. If the repairs are not completed in a reasonable amount of time, the association will make the necessary repairs and bill the Lot Owner for all costs incurred.

Damages caused by Seven Bays Certified Water & Sewer System Operator and Maintenance Contractor, who contracts with Seven Bays Estates Unlimited, will not be assessed to the property owner.

During excavation of a lot, the owners must ensure that sand/debris does not hinder the flow of water in the drain ditches or roadways.

Driveway culverts, when required and approved by the HOA Board, will be furnished to the Lot Owner at cost.

Water and Sewer Hookup:

An application is required for both water and sewer hookup. No water connection will be made to Seven Bays Estate Unlimited water system without a water meter. All meters will be installed by the Seven Bays Certified Water and Sewer System Operator of Seven Bays Estates Unlimited water system or their designated sub-contractor. If lot owner chooses to have someone else install their water meter, they **MUST** sign a 2018 Meter Installation Form. **No exceptions**

Water meter installation costs are as follows:

- \$825 - includes a 5/8" water meter, boxes, necessary components and up to 10 hours labor.
- \$1,025 - includes a 1" water meter, boxes, necessary components and up to 10 hours labor.

Installations requiring in excess of 10 hours will be billed to lot owner at the rate of \$40 per each additional hour.

Water or sewer hookup costs are as follows:

- \$2,000 - if the water is already stubbed out to the property line
- \$2,500 - if the water needs to be stubbed out to the property line
- \$2,500 - if the sewer line is stubbed out to the property line
- \$3,000 - if the sewer line needs to be stubbed out to the property line

Only Seven Bays Estates Unlimited Certified Water and Sewer System Operator or their designated sub-contractor is allowed to perform these services. No installations will be made without prior written approval from the Board of Directors and coordinated with our Operator. **No exceptions**

Performance Guarantee:

The Seven Bays Homeowners Association requires a performance guarantee in the amount \$1,000.00 to be collected from the homeowner upon the issuance of the signed Lincoln County building permit. This amount is for all buildings that require a Lincoln County building permit. A cashier or certified check is required.

The Seven Bays Homeowner’s Association requires a performance guarantee in the amount of \$250.00 for all buildings that do not require a Lincoln County building permit. The \$250.00 shall be collected from the homeowner upon the issuance of the signed building permit.

The guarantee will be returned when construction is completed on time and all requirements have been met and approved by the Architectural Committee. The guarantee may be forfeited by failing to comply with the building permission packet constraints.

Setback requirements:

****Minimum 15’ from street/property lot line to the proposed building. DO NOT measure from the edge of existing paving or chip sealing.**

*****Minimum 5’ on other lot lines from the property line to the drip line of the building or from the roof overhang to lot line.**

For properties bordering Lincoln County roads or non-association property, setbacks are per Lincoln County building department and are provided on the Lincoln County building permit. The board of directors will not approve any BPP for properties bordering county roads or non-association property until Lincoln County building inspector has signed off on setbacks. Any request for variances must be approved by Lincoln County. Building permit application and variance request forms are available at Lincoln County building department or from their website. The minimum requirements for all building permits in Lincoln County are 10 feet on all . In order to deviate from the Lincoln County setback requirements, you must have a variance in writing and signed by the proper authorities (Lincoln County Planner and Seven Bays Architectural Committee.)

Variances on the road right of way of regular roads will not be granted.

Minimum Building Requirements:

Per covenants paragraph 6, manufactured or mobile homes are allowed in any plat, must be from a nationally known firm, and all skirting must be completed within 60 days after mobile home is in place.

Per covenants paragraph 8, all dwellings or buildings to be built upon any lot of any plat must have approval of the Architectural Committee (Board of Directors).

Per covenants paragraph 9, all patios, canopies, attachments, carports, garages, airplane hangars or ports if applicable, shall be architecturally in harmony and of permanent structure if erected on said lot and shall be completed within 90 days.

Per covenants paragraph 12, no building shall be erected on any lot until the design and location thereof have been approved in writing by the Architectural Committee (Board of Directors). However, in the event, such committee fails to approve or disapprove such design or location within thirty (30) days, then such approval shall not be required, provided the design and location on the lot conform to and are in harmony with the existing structures.

Per covenants paragraph 13, all structures must be completed as to exterior appearance within one (1) year of commencement of construction.

Specific requirements per covenants by plat:

Plats 1, 2 and Fry's:

- Mobile homes must be a minimum of 10' x 50'

Airport – Blocks 2, 3, 4 and 5 only:

- Mobile homes must be a minimum 20' x 40'
- Dwellings must be a minimum of 600 sq. ft.

Plats 3 & 4:

- Mobile homes must be a new doublewide of not less than 900 sq. ft. floor space and must be placed on permanent concrete foundations.
- Dwellings must be a minimum size of 900 sq. ft.

Lot Layout:

Lot owners must provide a survey report and verify all lot lines prior to submitting BPP. Lot owner must stake building location to confirm setbacks meet covenants and/or county requirements (as applicable).

Construction Plans:

- If a BPP is required, lot owner will ensure copies of the building permit and plans (including dimensional view) are provided to the Board of Directors who will ensure location and design are in architectural harmony with existing structures per covenants. If the home is a manufactured home, pictures of all four sides will be adequate. Samples of siding and roofing shall be submitted with the BPP. Once the Board approves the BPP, no changes to location, or design, to include decks or any other addition may be made without prior approval of the Board of Directors.
- If no permit is required, lot owner must obtain Lincoln County Building Inspector's signature and date below:

Signature _____ Date: _____

- The structure shall be recognized when complete:
 - The exterior of the structure is complete
 - Appropriate gradient backfill is in place
 - Proper drainage is provided and not detrimental to neighboring properties or association right of ways

Board Initials _____

- Time constraints according to restrictive covenants:
 - All mobile home skirting shall be completed within 60 days after mobile home is in place.
 - All patios, canopies, attachments, garages, airplane hangars or ports shall be completed within 90 days of commencement.
 - All other structures shall be completed as to external appearance within one year of commencement.

Reminders

1. The restrictive covenants allow the Architectural Committee a 30-day period for review and approval of all Permits and BPP submitted.
2. Colors and structures must be in harmony.
3. During construction on your lot, the Plat Representative will visit your site to insure compliance with Seven Bays By Laws and Restrictive Covenants are being adhered to.

Building Process – Contractor & Owner

Phase I – Conference with Seven Bays Estates Certified Water & Sewer System Operator and Maintenance Contractor (CWSSO & MC)

Upon receipt of a BPP, the CWSSO & MC and the Plat Rep (or a designated Board member) will hold a conference with the owner and review what has been submitted in the BPP. This is to ensure that the BPP has included all necessary paperwork.

CWSSO & MC Signature: _____ Date Completed: _____

Board Member (s) that attended the Meeting: _____

Phase II – Architectural Advisory Approval

1. All pages of the BPP need to be initialed by Plat Representative or member of the Board of Directors.
2. Preliminary staking of the lot must be completed.
3. A legible set of blueprints according to scale, including all dimensions.
4. Sample of exterior colors and materials to be used.

Architectural Committee Approval (Board Members)

Plat 1 _____ Date: _____ Approved Denied

Printed name _____

Plat 2 _____ Date: _____ Approved Denied

Printed name _____

Plat 3 _____ Date: _____ Approved Denied

Printed name _____

Plat 4 _____ Date: _____ Approved Denied

Printed name _____

Airport _____ Date: _____ Approved Denied

Printed name _____

Reason for Approval/Denial: _____

Was a Variance Granted: _____

Why _____

Board Initials _____