

**PROPERTY OWNER'S ASSOCIATION, INC.****HOUSE PLAN APPROVAL PROCEDURE**

The Rules and Regulations of the Lakes of the Four Seasons Property Owners Association, Inc. require that plans of houses proposed for construction in the Lakes of the Four Seasons must first be approved by the Building Control Committee. This bulletin is for the purpose of acquiring interested lot owners and their contractors with the proper procedures.

1. The attached application form and **FOUR (4) copies** of the house plans and **FOUR (4) site plans** must be submitted or mailed to the Property Owners Association at 1048 Lake Shore Drive Crown Pont, IN. 46307. Structures built exceeding \$5,000 must have site plans prepared by a registered engineer. The Restrictive Covenants specify that the Building Control Committee has thirty (30) days to approve or disapprove said plans; however, plans submitted before 4 P.M. any Friday generally will be available for pick-up at the POA office by Wednesday of the following week. When approved, two (2) copies of the plans and site plan will be returned with the plan approval.
2. The plans submitted should clearly indicate the owner's name, present address, and his lot number at the Lakes of the Four Seasons.
3. Building permit fees and all other outstanding payments are to be made at the time that the plans are submitted.
4. There must be at least four lots between houses of the same or closely similar exterior design. This applies to both sides of the road.
5. Plans submitted should be in sufficient detail to permit the Committee's consideration. Plans should contain all details exactly as the building is to be constructed. Plans should contain **no** alternate drawings or details; and penciled-in changes will be unacceptable on any plan submitted. Any changes to be made on the job from originally approved plans must first be approved by the Building Control Committee. This should include;
  - a) Plans- (scale  $\frac{1}{4}" = 1"$ )
  - b) Elevations in accordance with the Site Plan Requirements.
  - c) Four (4) site plans. (See Site Plan Requirements Sheet).
  - d) Location and width of driveway, and culvert details.
  - e) Appropriate structural details – wall and foundation details, etc.
  - f) Water and sewer service lines from house to tap-in.
  - g) Detail of foundation and basement drains and sump pumps showing drainage discharge connected to plastic drain pipe and terminating at either the front, rear or side swale. (Connection to Sanitary Service Sewer is not permitted).
  - h) 2 car (minimum) garage and 16 foot (minimum) paved driveway is to be part of each house plan.
  - i) Once plans are approved by Building Control Committee site deviation will not be permitted.

LAKES OF THE FOUR SEASONS PROPERTY OWNER'S ASSOCIATION, INC.  
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6. The developer has established and recorded Restrictive Covenants and Conditions certain portions of them applying to and governing house building and home use. Applicable extracts are attached to this form and should be reviewed carefully to ensure compliance. The original copy of the Restrictive Covenants has been recorded and is on file in the office of the County Recorder.
7. In addition to the approval of the Building Control Committee, improvements location permits must be obtained from the Plan Commission in your county before starting any Construction.
8. A recorded plat may be obtained from the County Recorder or from a local registered engineer.
9. A driveway culvert of 16 gauge corrugated galvanized steel pipe or double wall plastic culvert pipe and stone base for a driveway must be installed in the open storm drainage swale between the front line and the street prior to the start of construction. The Building Control Committee will mark the required diameter of the culvert pipe on the approved plan. The maximum length driveway culvert is 20 feet unless Building Control deems that a longer culvert is necessary. In no case will a culvert be able to be longer than 25 feet. The end of said culvert may not extend closer than two (2) feet to either side lot line.
10. To control said erosion, contractors must take whatever steps are necessary to control erosion during construction and until final landscaping is completed. (i.e. Silt fence or hay bales).
11. The general contractor must be licensed by the Property Owners Association and must also furnish evidence of insurance in limits set by the P.O.A. (see Application For License LOFS Form #5-78).
12. The Building Control Committee encourages the use of recycled plastics in any construction where it does not conflict with present standards of building practices or the Covenants of Lakes of the Four Seasons, and particularly where the use of recycled plastic products would lead to lower maintenance costs or superior durability. For example: decking, railings, piers, certain hardware, etc.