

**BEAR LAKE WEST
PROPERTY OWNERS ASSOCIATION**
PO Box 2086
Sandy, Utah 84091
Web: bearlakewestpoa.com

**CONSTRUCTION BUILDING PLAN SUBMISSION FORM and CONSTRUCTION PLAN
APPROVAL FORM**

The following is information necessary for obtaining **Plan Approval** as per the **Declaration of Covenants, Conditions and Restrictions of Bear Lake West Properties, Plats B & C (2014 CC&Rs)**.

INFORMATION FOR OBTAINING PLAN APPROVAL AND BUILDING REQUIREMENTS

1. To obtain Plan Approval, first submit plans and Construction Building Plan Submission Form (second part of this document) and all necessary fees (application fee, association fees and bond) to Bear Lake West POA (**in order to obtain timely approval you are encouraged to provide all applications to the BLW Board of Directors, see CONTACT SUBMISSION INFORMATION on last page of submission form**). Bear Lake County requires a copy of this approval prior to them issuing a Bear Lake County Building Permit, County may require that lots be surveyed by a certified Surveyor prior to the County issuing a permit. If the County requires a Building Permit, approval from the Association is also required. **Modifications and additions (that stay within the set-back requirements) will not require Association approval. Keep in mind, the POA does NOT allow any short term rentals.**

The application fee is **\$1,000** (or **\$500** for small projects such as single car garages, sheds, greenhouses that stay within the set-back requirements and require county permits); the water hookup fee is **\$6,000** (if not previously paid). In addition there is also a **\$10,000, or \$2,500** for small projects, performance bond on all new construction (**bond will be returned if all requirements of the application are met. If items such as road damage, culverts, and site clean-up, screening of propane tanks, delinquent fees, or other requirements are not met, bond will be used to bring what ever the deficiency is into compliance and the remainder returned. If home is sold all requirements must be met prior to closing, if not bond will be used to comply, failure to have sanitary facilities on site will the cost of providing them will be deducted from the bond plus a \$1,000 penalty.**)

2. Owner is responsible for the water line from the meter to the house. A meter will be installed once the trench is open by the home owner or contractor from the house to the street hookup location. No connections are to be made to the water system until the meter is installed. The sewer line and hookup are the responsibility of the lot owner. The water hookup location is **identified** by a water stop valve marker (3" round steel marker) sewer hookup location is **identified** by a ruff cut 2" X 4" placed at end of hookup (**Do not remove or destroy these markers**).
3. No surface disturbing activities are to be conducted prior to the water hook-up and sewer stub being located.
4. **Setback Requirements:**
 - a. Minimum dwelling setbacks shall be **30 feet** for front lines (**County setback on the front is 30 feet from what ever extends out the farthest i.e.; roof, deck**), along a line paralleling the front property line (both front and side lines if corner lot), **5 feet** for side lines, along a line paralleling side property lines, and **5 feet** for rear lines, along a line paralleling the real property line.
 - b. Garage, carport and building setbacks (not habitable rooms) shall comply with Bear Lake County requirements.

- c. No dwelling may be constructed nearer than **25 feet** from a dwelling on an adjacent lot, and no accessory building shall be constructed nearer than **15 feet** from a dwelling on an adjacent lot. (First issued building permit shall prevail in situations where buildings are planned but not yet constructed on adjacent lots.) Such permits shall be good for one year only.

5. **Building Requirements:**

- a. No temporary house, trailer, camper, tent, garage, or other out-building shall be placed or erected on any lot; provided, however, that the Board may grant permission for such temporary structure for temporary occupancy or storage of materials during construction. **During construction sanitary facilities such as portable outside chemical toilet must be provided. Failure to have sanitary facilities on site will result in the cost of the fees to provide such services deducted from the bond plus a \$1,000 penalty.** All construction waste and garbage is to be removed from the site. **No construction wastes or materials are to be placed in dumpsters provided for household waste, but are to be removed to a proper landfill or placed in contractor's dumpster(s).**
 - b. Once construction of improvements is started, the improvements must be completed in accordance with plans and specifications within forty eight (48) months from commencement. This requirement applies to the exterior of the building and elimination of all construction scars and installation of basic landscaping on the lot, as well as the driveway. **If additional time is needed to complete construction as required, the lot owner must ask for and receive an extension from the Board.**
 - c. All permanent dwellings must meet the following requirements: **No permanent dwelling having a ground floor living area of less than 800 square feet**, exclusive of open porches, pergolas or attached garage, if any, shall be erected, permitted or maintained on any of said lots. **Prefabricated, those homes that are assembled at a plant and transported on a trailer will require special approval by the Board.** All dwellings shall be set on permanent foundations or piers. Architecture/construction and exterior building and roofing color shall be so that all dwellings are conducive to the rustic or mountain setting and **must be approved by the Board.**
 - d. Height of buildings is limited to two stories above ground level, interpreted to be a maximum of twenty-nine (29) feet; lofts are considered as a second story. Basements, including walkout basements, are not considered as above ground when one side or corner of the foundation is seventy-five percent (75%) below ground level. **Variation from approved plans must have Board approval. For non-compliance with the CC&R's or with any requirements of the Association, bonds will be taken and fines and water may be denied.**
 - e. ALL DRIVEWAYS AND DRIVE APPROACHES that egress onto County Roads or Roads Maintained by the County **MUST** obtain a driveway permit from Bear Lake County Road and Bridge Department. Only ONE driveway is allowed from any lot onto any road. Parking areas or driveways through or onto common areas are strictly prohibited.
6. Where there is drainage across driveways to dwelling or garages, **a culvert of a size (12") that will accommodate drainage must be installed in driveways as specified by Bear Lake County.**
7. **Water usage:** All water usage is metered and meters are read once a year. Water rates are on a sliding scale, the more that is used, the higher the rate. **Owners are restricted to 2,000 square feet of landscaping (lawns, flower beds, and gardens, etc.) that requires outside watering.**

BY SIGNING THIS APPLICATION WE ACKNOWLEDGE THAT WE HAVE READ THE AFORE REQUIREMENTS AND UNDERSTAND THAT FAILURE TO COMPLY COULD RESULT IN FORFITURE OF THE BOND.

DATED: _____

SIGNATURE OF LOT OWNER: _____

SIGNATURE OF CONTRACTOR: _____

**BEAR LAKE WEST PROPERTY OWNERS ASSOCIATION
CONSTRUCTION BUILDING PLAN SUBMISSION FORM**

(Instructions – Applicant is to fill out and insure that all the information is on the form, with plans attached, as required by CC&Rs (plot layout, front, rear and side views, foundation plan. All cut and fill and elevations and dimensions must be shown). Applications should be submitted to the Building Compliance committee. If you have any questions please contact Craig Schaar, Chairman (801-647-7384) or a member of the Board. All four pages (including the two previous pages constitute the Application.

Owner _____ **E-mail** _____

Mailing Address _____

Phone # _____ **Lot number** _____

Contractor _____ **E-mail** _____

Mailing Address _____

Phone # _____ **Lot number** _____

Lot # _____ **Street address** _____

1. **No surface disturbing activities** are to take place prior to **Plan Approval** being issued by Bear Lake West Property Owners Association.
2. The following construction is to be completed (please check appropriate item);
 - ___ New, private, single family residence.
 - ___ Garage or detached out building.
 - ___ Structural changes that increase the square footage of an existing structure.
 - ___ Surface disturbing activities such as walls (rock or otherwise), drive ways or any other activity that affects common ground, utility easements, roadways or adjacent property.
3. All fees and assessments must be paid in full before approval: Status _____
 - ___ A. Building application fee **\$1,000, \$500** for small projects as determined by Compliance Committee.

- _____ B. Water hookup fee is **\$6,000** (if not previously paid)
- _____ C. Performance Bond **\$10,000** , **\$2,500** for small projects (bond will be returned if all requirements are met).
- 4. _____ Plot layout must show dwelling on lot with set backs, driveways, fuel tanks etc.
- 5. _____ For new construction, corners of lot(s) must be verified by the Board or it's agent and identified. ***(County, may require that lots be surveyed by a certified Surveyor before a County building permit will be issued)***
- 6. _____ For new construction corners of dwelling must be marked on lot.
- 7. _____ Building plans must include the following as a minimum (please fill in information):
 - _____ A. Square footage of main living floor (minium 800 sq. ft) _____ sq. ft.
 - _____ B. Type of construction.
 - a. Roof material and color. _____
 - b. Exterior Siding material and color. _____
 - c. Trim: decks/railings & all other exterior material and colors. _____
 - _____ C. Front, rear and side views.
 - _____ D. Ground profile of dwelling (elevations with dimensions including height).
 - _____ F. Foundation plan (with dimensions).
 - _____ G. Height of building limited to two stories with a maximum height of 29', lofts are considered second floor, basements not counted if one side or corner is seventy-five percent (75%) below ground.
 - _____ H. Fuel tank? Yes () No ()
If yes type of screening. _____
 - _____ I. Removal of trees 2 1/2" diameter or greater? No () Yes ()
 - _____ J. Is Culvert(s) required? No () Yes ()
 - _____ K. **Landscaping requiring outside watering is restricted to 2,000 sq. ft.**

During construction and surface disturbing activities drainage should be prohibited from flowing onto roads or other lots as much as possible)

Any change in; colors, materials, setbacks, structural changes, ownership, or contractor) from what is submitted above must be approved.)

The Board has the right to accept or to deny any application; and, in the case of denial, has the obligation to prepare, in writing, that which needs to be accomplished to obtain approval. The Board has no obligation to the applicant beyond such statement, except to be fair and impartial in all its judgments. Applicants are encouraged to provide color and material samples..

By signing this application one is attesting that one understands all the requirements and conditions for obtaining approval of Construction plans from the Bear Lake West Property Owners Association and agrees to comply with said requirements, and understands that the Performance Bond will be held until completion of all items. If all items (screening of propane tank, cleanup etc) are not completed within the specified time frame for construction or property is sold, Performance Bond will be used to complete all necessary actions.

Signature of Owner _____

Date _____

Signature of Contractor _____

Date _____

APPROVAL

Approved by _____

_____ Date

06-13-2022

Denial

Not approved for the following reasons:

Date

The Construction Plan Approval form will be posted on the lot upon approval of application and no surface disturbing activity is to take place prior to this posting.

CONTACT AND SUBMISSION INFORMATION

Bearlakewestpoa.com