

Lake Lotawana Association  
10417 E. Thompson Road  
Lake Lotawana, Missouri 64086  
816-578-4272 Fax 816-578-4080

## PROCEDURE FOR A CONSTRUCTION PERMIT

### CONSTRUCTION ON COMMON AREAS

1. Obtain a Building Permit Application from the Association Office. The completed application, with attachments and application fee of \$100.00, must be returned to the Association office prior to the first Thursday of the month, to be included on the agenda of the Lake Improvement Board the same month.
2. Drawings must show dimensions to scale, and be legible. They must show the extension of lot lines to the lakeside, and the block and lot numbers of the applicant and adjacent lots.
3. If the application is for a dock, then all docks owned by the applicant, and all adjacent docks, shall be identified with dimensions, roof elevation, if a covered dock lot/block and registration plate numbers. In coves less than 80 feet across, the docks on the opposite side shall be properly identified, and the distance across (from dock to dock) shall be shown.
4. Applications properly submitted, will be heard by the Lake Improvement Board, on a first-come, first-serve basis, with all persons involved being notified of the time and date. The number of cases heard each month is limited to fifteen.
5. After applications are approved by the Lake Improvement Board, applicants must obtain a Building Permit from City Hall, which may require an appearance before the Board of Adjustment.

### CONSTRUCTION WITHIN PROPERTY LINES

1. Building within "property lines" requires a permit from the Lake Lotawana Association. You must have a current survey of your property with the proposed construction drawn on it. This includes complete home construction and any construction changing the footprint of an existing structure, fences, patios, landscaping, decks, roofs and garages.
2. After applications are approved by the Lake Lotawana Association, Applicants must obtain a Building Permit from City Hall, which may require additional paperwork and an appearance before the Board of Adjustment.

Lake Lotawana Association, Inc.

\$100.00 Application Fee

10417 E. Thompson Road
Lake Lotawana, Missouri 64086-9705
(816) 578-4272; Fax 816-578-4080

APPLICATION FOR REVOCABLE CONSTRUCTION PERMIT

Note: This application must be completely filled out and signed by owner.

The undersigned, an owner of Block \_\_\_\_\_ Lot \_\_\_\_\_, Lake Lotawana, Missouri, hereby makes application for a permit to build and maintain the following improvement on the common area of Lake Lotawana Association, Inc.

Location: [ ] Lake [ ] Parkway [ ] Walkway [ ] Within Property Lines

Adjacent Lot/block numbers \_\_\_\_\_ and \_\_\_\_\_

Type of Improvement: [ ] Dock/Lift [ ] Wall/Seawall-Length \_\_\_\_\_ [ ] Walk/Steps-Sq. Ft. \_\_\_\_\_
[ ] Deck-Sq. Ft. \_\_\_\_\_ [ ] Fence [ ] Landscaping [ ] Garage-Sq. Ft. \_\_\_\_\_
[ ] Existing Structure-Sq. Ft. \_\_\_\_\_ [ ] New House-Sq. Ft. \_\_\_\_\_ [ ] Other
[ ] Driveway/Parking Area/Patio-Sq. Ft. \_\_\_\_\_ ROAD IMPACT FEE Amount Paid \_\_\_\_\_

Description of Improvement: Attach Current Boundary Survey and Site Plan with scaled drawing of improvement (for construction within property line only) or dimensional drawings (for docks and seawall construction only).
NOTE: ONE PERMIT PER PROJECT

As consideration for the permit applied for herein, I agree to take all responsible precautions, to prevent accident or injury to all persons or property, and will indemnify and save harmless, Lake Lotawana Association, Inc., and its affiliates, from any and all loss or claims of damage of whatsoever kind or character, by reason of this building and maintenance of the above described improvement.

I hereby agree that this application is personal to the applicant and may not be transferred, assigned or inherited without consent by the Grantor, and that the license and permission applied for herein shall be revocable at any time by the Grantor, and that I will remove said structure immediately upon receipt of written notice to do so.

All maintenance and special assessments shall be paid up-to-date, prior to issuance of this permit. A City Building Permit must be obtained within 7 days, after approval by the Association.

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Office Use Only

Affected Owners: \_\_\_\_\_

Notified: \_\_\_\_\_ Permit Approved: \_\_\_\_\_ Case No.: \_\_\_\_\_

Lake Improvement Board Agent: \_\_\_\_\_

Lake Lotawana Association Annual Assessments Paid? Yes No

Date Issued: \_\_\_\_\_ Permit No. \_\_\_\_\_