



**LAKE DABINAWA ASSOCIATION  
BUILDING PERMIT APPLICATION**

**\*See Bylaws and Covenants Article IX, Sections 13 - 18**

<b>PROPERTY OWNER INFORMATION</b> Name(s): _____ Mailing Address: _____ _____ City _____ State _____ Zip Code _____ Phone: _____ Email: _____	<b>CONTRACTOR/AGENT INFORMATION</b> (if applicable) Name(s): _____ Mailing Address: _____ _____ City _____ State _____ Zip Code _____ Phone: _____ Email: _____
<b>Physical Address of project</b> (if different from mailing address): _____ _____	
<b>Lot Identification: East or West</b> (circle) <b>Lot #(s):</b> _____	
*Note - No permit is needed for a portable shed on skids that is under 120 s.f. and not over 15' height/one story	*Note - Front lot line is adjacent to the road. Side lot lines intersect with the front. Rear lot line is any that is not a front or side. Setbacks are measured to the nearest wall.
<b>TYPE OF PROJECT</b> <input type="checkbox"/> NEW residential building <input type="checkbox"/> Residential building addition <input type="checkbox"/> Replacement residential building <input type="checkbox"/> NEW accessory building <input type="checkbox"/> Accessory building addition <input type="checkbox"/> Replacement accessory building <input type="checkbox"/> Includes new septic system <input type="checkbox"/> Structure within 20 feet of Rear Lot Line (lake boundary, on-shore lots only) <input type="checkbox"/> Structure exceeding 35 feet height	<b>RESIDENTIAL BUILDING INFORMATION</b> Foundation type: _____ Distance from front lot line: _____ feet Distance from side lot lines: _____ feet, _____ feet Distance from rear lot line: _____ feet Height (highest point of roof): _____ feet Roof pitch: _____ feet vertical rise (per 12 feet horizontal run) Roof material: _____  <b>ACCESSORY BUILDING/STRUCTURE INFORMATION</b> Distance from front lot line: _____ feet Distance from side lot lines: _____ feet, _____ feet Distance from rear lot line: _____ feet Area: _____ square feet Height (highest point of roof): _____ feet
<b>ALL BUILDINGS AND STRUCTURES</b> (yes or no) Located more than 5 feet from all lot lines? _____ Located OFF the septic lateral field? _____	

**SIGNATURE:** I, the undersigned, am the owner or duly authorized agent for the above project, and by my signature I certify the property owner officially applies for a building permit as indicated above:

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_



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Yes	No	APPLICATION CHECKLIST FOR APPLICANT
		2 paper copies and 1 digital copy of a professional survey or site plan (whichever applicable) showing building/structure setbacks from all lot lines and dimensions as required
		2 paper copies and 1 digital copy of building/structure drawings showing exterior elevations including height, roof pitch, building materials and dimensions as applicable
		Lot flagged to show lot lines, building/structure locations, wastewater system location if applicable (including drain field), driveway location
		Proof of approved Jefferson County Health Department wastewater permit (if applicable)

**OWNER/AGENT CERTIFICATIONS - Initial next to the following statements.**

By signing this permit application, I certify that:

- \_\_\_\_\_ The submitted survey is accurate.
- \_\_\_\_\_ There is no more than one (1) residence per tract owned.
- \_\_\_\_\_ No residence will be designed or converted for the use of more than one family.
- \_\_\_\_\_ No building will be commenced or constructed until this application is approved by the Board of Directors and a building permit is obtained from Jefferson County.
- \_\_\_\_\_ I agree to protect the lake from any barren ground water/silt runoff by installing a silt fence when construction begins and maintaining it until vegetation is established and the Board has given written approval of removal of the fence.
- \_\_\_\_\_ I understand approved building permits are valid for twelve months, and construction must begin within six months of permit issuance.
- \_\_\_\_\_ I agree the construction area shall be cleaned at least weekly, or more often if necessary.
- \_\_\_\_\_ I understand that failure to clean up after new or remodeled building construction will cause a fine to be levied against the property, and if not paid within thirty days, may create a lien on said property, and that the Board may prohibit future building permits unless a bond is posed for cleanup or damage repair.
- \_\_\_\_\_ I understand that no lumber, plastic, household trash, nails, railroad ties, or anything else not of natural origin can be placed in the burn pile by the lot owner or the builder. I understand that this is in accordance with the KDHE regulations.

Signature of Lot Owner indicates the above is understood and will be followed:

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Please scan and/or email completed **3-page** application form and required checklist materials to [lakedabinawa@gmail.com](mailto:lakedabinawa@gmail.com) or mail to **Lake Dabinawa Association, 5096 Saratoga Dr, McLouth, KS 66054.**



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**THIS PAGE IS FOR BOARD USE ONLY**

Yes	No	N/A	APPROVAL CHECKLIST
			Site has been inspected by two Board members as indicated below, and was properly flagged to show lot lines, building/structure locations, wastewater system location if applicable (including drain field), driveway location. Names(s) _____
			The application is complete.
			Required setbacks have been met.
			All applicable design standards have been met.
			Five feet utility easements on all lot lines are free of buildings.

Date of Board of Directors Approval: \_\_\_\_\_

Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Seal:

Yes	No	Date	Initials	CONSTRUCTION CHECKLIST
				\$500 Non-refundable construction received (prior to construction)
				Construction start date (must be within 6 months of permit issuance)
				Construction completed (must be within 12 months of permit issuance)
				Construction site cleaned upon completion of project
				Inspected vegetation for establishment/silt fence removal
				Written confirmation of approval of silt fence removal