

## GLOA Architecture Application Instructions and Form

**The Approval Process for New Homes, Additions, and all other Improvements on Grandview Lake Properties.  
(See “Dredging” procedure and form for dredging-specific information)**

### **INSTRUCTIONS:**

If you are planning the construction of a new home, boat dock, boat house, storage shed, garage or any other improvements that will be placed on your lot, prior to applying for your building permit or starting work, it is necessary to first submit your plans to the Grandview Lake Lot Owners Association Architectural Chair or designee. You are required to gain prior approval for these improvements from the Architectural Chair or designee under covenants regarding lake safety and deed restrictions and the GLOA procedure “Architecture Approval”. **Plans should be submitted in duplicate to the G.L.O.A. office so that one set can remain on record in the office.** You will be sent a written response. The Architecture Chair or designee will do everything possible to review your plans within a reasonably short period of time. Please plan ahead so you are not delayed.

### Items Required as Part of Your Complete Application

1. Complete the Form (page 2 of this instruction). If a contractor is involved, please include contact information.
2. Improvements should be clearly marked out on the lot with wooden stakes, flags or similar marking. The common lot line on either side of the proposed improvement is to be clearly marked for on site review.
3. A site plan must be submitted, showing distances to property lines and setback lines that are adjacent to the proposed work. It may be necessary to show setback lines at the waters edge, side yards or at the public roadway. These setbacks vary among each section of the lake so be sure to consult the plat and deed for your lot and section when determining what will apply to your project.
4. The site plan must show the exact location of the subject improvements and show actual distances to any existing improvements and lot lines, setbacks, easements and shorelines. The plan should be drawn “to scale” so that the review committee can check the dimensions & distance to setbacks. If your lot lines go beyond the shoreline this should be shown on the plans. A site plan prepared by a surveyor is suggested.
5. All improvements are considered to be of a permanent nature; therefore all improvements will be subject to the prescribed setbacks for your addition and lot.
6. Building Plans; “Blueprints”, should show a building’s footprint, elevations, square footage and dimensions so that the improvement can be compared to the covenants for your lot and addition. A Bill of Materials should include all supplies needed to complete the project.
7. In the event that there is a problem with your plan as it relates to the covenants or plat for your section, you will be asked to make the necessary adjustments or meet with someone on the committee to discuss your submittal.
8. Upon GLOA Architecture Chair or designee written approval of application, no increase to dimensions listed in number 6 in the above Instructions may be allowed. The GLOA Architecture Chair or designee is permitted on-site privileges to ensure compliance. Revocation of GLOA permit may result if this clause is violated.

**Grandview Lake Architectural**  
**Application FORM for Review of Improvements**

Lot Owner Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Date: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

Owner's mailing address: \_\_\_\_\_  
\_\_\_\_\_

Owner's Phone Numbers: \_\_\_\_\_

Owner's E-mail Address: \_\_\_\_\_

Proposed Improvement Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person Making Application: \_\_\_\_\_

Additional Contact Information of Applicant and or Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit two copies of all drawings, sketches and site plans along with a bill of materials and two copies of this Application Form. One set of plans submitted to the G.L.O.A. office will not be returned so that one set can remain on record in the office. Allow ample time for plan review and on-site review. (Can usually be completed within 7 days of receipt of all necessary information)

Date completed application received by G.L.O.A. \_\_\_\_\_