### *Town of Lake Santeetlah Seal for Office Printing Town of Lake Santeetlah*

(Revised 4-27-16)

**LAKE SANTEETLAH**

**Building Application (BA)**

**APPLICANT:**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STREET:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BEST NUMBER AND TIME TO REACH YOU: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNERS SIGNATURE(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_

The Town Clerk is instructed not to accept any application until all attachments are complete. If everything is provided, final review will begin as rapidly as possible.

Check List for Building Application (BA)

A. Copy of Graham County permit.

B. Copy of Septic System approval.

C. Copy of recent land survey that shows all boundary markers.

D. Copy of drawings indicating new construction with a site plan with setbacks and septic

 system.

E. Signature page (contractor and owner) that conditions are understood and agreed.

F. Payment of applicable water fees.

G. Payment of cash bond.

H. Payment of Building Application (BA) fee.

I. Notarized neighbor approval if variances are involved.

J. Architectural Committee approval if PUD is involved.

**TOWN OF LAKE SANTEETLAH BUILDING APPLICATION (BA)**

The town of Lake Santeetlah requires a Building Application (BA) process in our town in order to minimize any negative impact on the community. The Town Council favors and

encourages expansion and progress. To that end, we have instituted the Building Application (BA). A Lake Santeetlah Building Application (BA) is required for any construction of which a Graham County Building Permit is required.

A Building Application (BA) will also be required for all construction where backhoes/bulldozers, etc. without rubber treads or wheels, and or other heavy equipment are used. Only one Application is required where one or more operations are done in natural sequence. Applications are not usually required for normal minor maintenance and equivalent replacement. To all property Owners, particularly those who plan to build a new home or expand and existing home, the Town Council encourages you to work with them as a team with the Council in the process of development plans. This could alleviate misunderstandings that might develop later which could cost time and money.

**SITE MAINTANCE REGULATION**

The Town of Lake Santeetlah recognizes that construction of a home within Town limits of Lake Santeetlah poses a number of challenges not found in most communities. The lack of level (or near level) space at the job site not only limits parking for the contractors, subcontractors and storage of construction materials, but generally makes the placement of a dumpster at the job site for the disposal of trash difficult. For this reason, the Town should be consulted for resolution.

**REGULATIONS**

It is the primary contractor’s reasonability to insure that scrap construction material and trash are disposed of in a timely matter.

 1. All scrap construction material must be disposed of no less than every 7 days.

 2. All trash and garbage must be disposed of properly. It is recommended that you

 provide trash bags if a dumpster is not on site.

 3. No scrap construction material is to be disposed on any property other than

 on the lot or lots associated with the job site without written approval. This includes other individual’s lots and/or Town property.

It is against North Carolina State law to burn construction materials. In addition, State and County laws and regulations strictly control the burning of any other materials. If materials of any kind are burned, it is important that the fire be completely extinguished before leaving the job site. Failure to do so could result in a serious situation which could endanger lives and property of the other owners.

**ROAD BLOCKING REGULATION**

The streets within the Town limits are narrow and have many sharp turns. Often, there is only one path to get from one point to another. For this reason, blocking any street with Town limits for longer than a few minutes should be avoided. Emergency vehicles must have access at all times. When there is no alternative and the street is going to be blocked for more than five (5) minutes, the individual or business that is the reason for blocking the street must observe the following procedure:

 1. The Town Clerk must be notified as to which road(s) will be blocked and the

 anticipated times of the road closure at least twenty-four (24) hours in advance

 of the time and occasion for which the roads will be closed.

 2. The Town Clerk will notify residents by email of all road closures. Such

 information will be included in the email, time span of road closure, traffic

 reroute plan for closure time and occasion for which the road will be closed.

 Public Works Technician will also place road signs in the area alerting motorist

 of the closure.

 3. Short blockages can be handled by Contractor’s employees directing traffic.

4. If complaints of blockage exceed two (2) times, the Contractor/Owner will be contacted to arrange car-pooling.

 5. Failure to follow the above will be TWO HUNDRED AND FIFTY DOLLARS ($250)

 fine for the first notice and doubled for each additional notice.

**APPLICATION FOR WATER CONNECTION**

The Town of Lake Santeetlah Regulations require that before any new construction is reviewed which will eventually require a water connection, arrangements with the Town for that water connection must be made.

To arrange for a water connection, fill out the following application and submit it, with your fee, to the Town. The Town Technician will then install a water meter on your property. It is illegal to connect to the Town water supply in any other manner. Charges for water consumption and monthly fees for water service will commence with the installation of the water meter. Charges may be prorated depending on the time of connection.

**WATER FEES:**

 1. Any unpaid fees must be brought up to date.

 2. $500 (refundable after a year) deposit for all new customers.

 3. $400 for a new meter if needed.

 4. Time and Expense for a new tap or relocation if needed.

**APPLICANT:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**TOWN OF LAKE SANTEETLAH REGULATIONS:**

The Town of Lake Santeetlah is concerned that you be aware of all the regulations and solicits your agreement to prevent any problems developing in the following areas:

Burning building materials is against the State law and applies to Lake Santeetlah. The Town requires that you comply with State and County burning laws.

Service hook-ups are to be tunneled under roads if at all possible. Cutting roads, if required, must be approved by the Lake Santeetlah Town Council prior to cutting the pavement.

Town fire hydrants are not to be used for construction purposes.

Appropriate trash containers are required at all construction sites.

Construction sites are to be kept clean. Construction materials and trailers must be kept 2 feet from the edge of the road.

Leave it like you found it. We encourage that you photograph the site before construction begins.

Do not park in driveways or on other people’s property without written permission.

Observe the fifteen (15) mph speed limit in Town. Please notice that most of our roads are one way.

Concrete trucks must follow the one-way road system. No dumping of unused concrete on Town property is allowed.

Watch that heavy trucks do not run off the sides of the roads unless a driveway or protection is provided. You will be responsible for the damage.

We have road blocking regulations. (Please see attached)

Job site must have toilet facilities.

Set back restrictions: Twenty-five (25) feet from edge of road and ten (10) feet from the property line on each side.

We have read and agree to the terms:

Property Owner(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Contractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**FEE SUMMARY:**

Property Owner(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Address of Project Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Application Fee $50 (Minimum) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One half of 1% (.005) of estimated construction cost

of Renovations or New Construction $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NO FEEES REQUIRED FOR EQUIVILANT REPLACEMENT**

**WATER SERVICE FEES:**

New Customer Deposit $500 (refundable after 12 months) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Meter $400 $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tap or relocate fee – (time and expense) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Past Due Bills $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Total Fees** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFUNDABLE CASH BOND:**

 Demolition $500 $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 New Construction $2,000 $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Retaining Walls over 3’ tall &

 Home Renovations $1,000 $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Bond Total** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The bond is refundable minus any amounts for damage to Town roads/property, damage to adjacent property, traffic/parking violations, incomplete site clean-up of trash, lack of an “as built” survey showing all improvements and setbacks.