

FLAT TOP LAKE ASSOCIATION

APPLICATION AND PERMIT TO CONSTRUCT, MODIFY OR IMPROVE PROPERTY

To: Board of Directors – Building and Grounds Committee

Member's Name _____ Lot Number _____

Mailing Address:

(Street or PO Box) (City) (State & Zip Code)

Telephone #: Home _____ Work _____ Cell _____

I am required to obtain a building Permit from Raleigh County and furnish a copy of such permit to the Flat Top Lake Association's Building and Grounds Committee.

I hereby make application for and request that the Board of Directors of Flat Top Lake Association approve this Application to construct or reconstruct the following structure or improvement.

(Check all items to be included in this project)

- _____ New House
- _____ Remodel existing House
- _____ New Boathouse
- _____ Remodel or add to existing Dock
- _____ New Seawall
- _____ New Driveway
- _____ Install new sewer system/Modify existing sewer system
- _____ New Deck or Decks
- _____ New Garage
- _____ Remodel existing Garage
- _____ Install Jet Ski Ramp
- _____ Any other items of construction not listed above (Describe work to be performed.)

RE: New House Construction---

ALL ELECTRICAL WIRING FROM POLE TO HOUSE MUST BE UNDERGROUND

RE: Waterfront Construction

ANY WATERFRONT CONSTRUCTION OR RECONSTRUCTION WILL REQUIRE BEFORE AND AFTER PICTURES. THE B & G COMMITTEE WILL BE RESPONSIBLE FOR OBTAINING THESE PICTURES AND THEY WILL BE KEPT ON FILE IN THE LAKE OFFICE.

By making this application, I Certify that I will comply with all provisions of Section II of the Rules and Regulations of the Flat Top Lake Association and the Raleigh County Building Code. Should I fail to comply with the Rules and Regulations, I will willingly relinquish this Permit without recourse.

I understand that an approved copy of this permit issued by Flat Top Lake Association, Inc. must be posted as provided for in SECTION II, 4 of the Rules and Regulations.

I hereby agree that I am responsible for the disposal of all debris. I have made the following arrangements for disposal: _____
_____.

Member's Signature

Date

By authority granted by the Board of Directors, I hereby issue this Permit for Construction, Modification, or Improvement of Property on Lot _____ for a period of one (1) year from date of signing. The Flat Top Lake Association Board of Directors will not be responsible for the quality of the construction.

Chairman, B & G Committee

Date

Comments: _____

This application must be filed in duplicate with the Lake Superintendent.

Office use:
Received: _____
Mailed: _____

LOT _____

BUILDING & GROUNDS CHECKLIST

THESE ITEMS ARE TO BE SUBMITTED AS PART OF THE FTLA CONSTRUCTION APPLICATION.

- _____ 1. FLAT TOP LAKE CONSTRUCTION APPLICATION SIGNED BY MEMBER
- _____ 2. PLAN VIEW IN **DUPLICATE** (Titled in lower right hand corner and indicated – Drawn by, lot number, scale used, date drawn).
- _____ 3. ELEVATION VIEWS
- _____ 4. PLOT PLAN (Showing location of structure with regard to lot lines)
- _____ 5. RALEIGH COUNTY BUILDING PERMIT
- _____ 6. SILTATION AND EROSION CONTROL PLAN
- _____ 7. REQUEST FOR REMOVAL OF ANY TREE OVER 8" IN DIAMETER
- _____ 8. ANY SIGNED DOCUMENT REFERING TO RIGHT-OF-WAYS/
PROPERTY LINES

ALL REQUIRED PAPERWORK MUST BE SUBMITTED AT LEAST (2) WEEKS BEFORE MONTHLY BOARD MEETING (ROUTINELY THE 1ST MONDAY OF EACH MONTH UNLESS RESCHEDULED DUE TO HOLIDAY). THOSE REQUESTS NOT RECEIVED WITHIN THIS TIME FRAME WILL NOT BE CONSIDERED UNTIL THE NEXT MONTHLY MEETING.

FTLA Contractor Information Form

for FTLA Lot(s) _____

Date: _____

Name: _____

Business Address: _____

Phone Number: _____ **Cell phone number:** _____

Home Address _____

Phone Number: _____ **Expiration:** _____

License Number: _____

Insurance : _____ **Expiration:** _____

Insurance phone number: _____