

Lost Hollow Property Owners Association

Building Permit Application & Guidelines

Instructions

All construction, additions, or improvements within the Lost Hollow Subdivision require prior written approval of this application. Failure to obtain approval before beginning work may result in enforcement action as outlined in the Declaration of Easements, Covenants, Conditions, and Restrictions.

Required Submissions

Applications will not be reviewed unless the following are included:

1. Two sketches/drawings (to scale):
 - Structure Drawing: Detailed sketch of the proposed structure including dimensions (length, width, height) and building materials.
 - Site Plan: Sketch showing the location of the structure in relation to all lot lines, including exact setback distances.
2. Deck Diagram (if applicable): Indicate whether the deck is attached to a structure or free-standing/independent, with total square footage shown.
3. Completed application form with all owner information.
4. Any applicable supporting documents (manufacturer's specs, elevations, etc.).

Applications missing any required sketches or details will be automatically denied.

Structure Guidelines

- Primary Structures: No single primary structure may exceed 1,000 square feet.
- Total Square Footage: The total square footage under roof (excluding one shed) may not exceed 1,000 square feet.
- Sheds: Maximum size is 144 square feet (12' x 12'). Only one shed per lot is permitted.
- Decks: Only one deck per lot is permitted. A deck may either extend out from under a roofed structure or be free-standing. Maximum deck size is 350 square feet, regardless of type.
- Height: All applications must include the total proposed height of each structure.
- Plumbing: No plumbing of any kind is permitted in any structure.
- Permitted Structures: Only structures authorized by the Declaration may be approved. Prohibited structures will not be approved.

Structure Size Reference Table

Structure Type	Maximum Size Allowed	Notes
Primary Structure	1,000 sq. ft.	Total roofed space cannot exceed 1,000 sq. ft. (excl. shed)
Shed	144 sq. ft.	Maximum one shed per lot; does not count toward 1,000 sq. ft. limit
Deck (attached or free-standing)	350 sq. ft.	Only one deck per lot; may extend beyond structure or be independent

Permit Conditions

- Approved work must be completed within 180 days of the approval date.
- If work is not completed within this timeframe, the permit automatically expires, and a new permit application must be submitted and approved prior to resuming construction.
- The Association reserves the right to inspect work at any stage to ensure compliance.

Application Form

Owner Information

Name(s): _____

Lot Number & Address: _____

Phone / Email: _____

Project Information

Type of Structure: _____

Dimensions (L x W x H): _____

Total Square Footage: _____

Estimated Completion Date: _____

Sketches (Attached)

Structure Drawing (with dimensions & height)

Site Plan (with lot lines & setback distances)

Deck Diagram (attached / free-standing, with dimensions & square footage)

Owner Acknowledgment

I certify that this application is complete, accurate, and complies with the Declaration and Rules of the Association. I understand that:

- Incomplete applications will be denied.
- Construction must be completed within 180 days of approval.
- No plumbing is permitted in any structure.

Signature(s): _____ Date: _____

For Association Use Only

Approved Denied

Date: _____

Reviewed by: _____

Association Inspection Checklist

Initial Review (Pre-Approval)

- Structure sketches included (with dimensions & height)
- Site plan included (showing setbacks to all lot lines)
- Deck diagram included (if applicable; attached/free-standing marked)
- Structure complies with size limits (see reference table)
- No plumbing indicated

Final Inspection (Post-Construction)

- Structure dimensions match approved sketches
- Setback requirements met
- Deck square footage verified (≤ 350 sq. ft., only one deck present)
- Shed size verified (≤ 144 sq. ft., only one shed present)
- Total roofed area verified ($\leq 1,000$ sq. ft., excluding shed)
- No plumbing present

Inspector Signature: _____ Date: _____