

**Lake Wildwood Association**

**Environmental Control Committee**

**AUXILARY CONSTRUCTION  
Building Package**

**CHANGES**

**As of May 22, 2012**

**By order of the Board of Directors**

**In a**

**Special Meeting 5-22-12**

## **Lake Wildwood Developer/ECC Letter**

Dear Lake Wildwood Association Member:

As a prospective developer of Lake Wildwood property, it is essential that you familiarize yourself with the rules and regulations governing construction and the Environmental Control Committee (ECC) approval and observation process. These rules and regulations are designed for the mutual protection of Lake Wildwood Association, Inc. and the property owners.

The basic rules and regulations are set forth in:

1. Restrictive Covenants and By-Laws (Blue Book)
2. Rules and Regulations (Red Book)
3. Lake Wildwood Policies

An elected Board of Directors is responsible for administration and interpretation of the rules and regulations and adoption of associated codes.

The Board of Directors appoints a three (3) member committee called the Environmental Control Committee (ECC) that is responsible for enforcement through periodic observations.

**NOTE** – A Marshall County Building Permit may be required for your project. Please contact Marshall County Zoning Department at (309) 246-6401.

Attached are the necessary documents and related instructions to be used in obtaining ECC approval and meeting conformance standards. Note: Conformance to all codes is the responsibility of property owner. **All applications are subject to review by the Committee. Filing an application does not guarantee approval.**

Please read the instructions carefully. Following the instructions will expedite ECC approval. We will do our best to help you understand and conform to the ECC requirements. We hope your home building adventure will be an enjoyable and rewarding experience. Your cooperation is greatly appreciated.

Sincerely,  
ENVIRONMENTAL CONTROL COMMITTEE

**General Information/Phone Numbers/Utilities**

**Phone Numbers:**

Lake Wildwood Association Office.....(309) 463-2047 Ext. 1

Lake Wildwood Gate.....(309) 463-2047 Ext. 2

**Utilities:** Owner should contact each utility for installation of service.

**Phone:** Frontier (Land Line)  
Phone: 1-800-483-5000

**Water:** Lake Wildwood Utilities Corp. – Independent of Lake Wildwood Association  
1240 E. State Street Suite 115  
Pahrump, NV 89048  
Phone: 1-800-831-2359  
**An APPLICATION FOR WATER SERVICE is available at the Lake  
Wildwood Office.**

**Electric:** Ameren CILCO  
P.O. Box 2551  
Decatur, IL 62525-2551  
Phone: 1-888-672-5252  
  
Corn Belt Energy Corporation  
P.O. Box 816  
Bloomington, IL 61702  
Phone: 1-800-654-1088

**Sanitary:** LaRose Disposal  
213 N. Main  
LaRose, IL 61541  
Phone: 1-309-399-8481

**Underground Report/Locating Service:** JULIE (Phone: 1-800-892-0123).

**Call JULIE reporting services for underground locates before digging (1-800-892-0123).**

## **Instructions For Securing ECC Approval Of Other Than A House or Out Building**

All construction on Lake Wildwood property must be in accordance with requirements set forth in the following: (Available for reference at the Association Office.)

1. Restrictive Covenants and By-laws (Blue Book)
2. Rules and Regulations (Red Book)
3. Board Policy – Deposit for Damage
4. Board Policy – Construction Completion Agreement

Prior to starting construction, the property owner or a designated representative must make application for Environmental Control Committee (ECC approval).

To obtain ECC approval, a “Request for ECC Approval” (Available in the Association Office) must be properly filled out and submitted to the Association Office along with the following:

1. **BUILDING FEE:** \$30 (plus Road Deposit if necessary. Check must be payable to Lake Wildwood Association, Inc. If construction is not completed within 6 months, the owner must request an extension in writing from the Board of Directors to complete project. Construction timetable begins on day of ECC approval.

If failure to meet the six (6) month completion date is due to special circumstances beyond the control of the lot owner, a request for a conditional building permit allowing an additional 6-month extension may be submitted to the Board of Directors of LWA for action. Such requests must be submitted no later than the following Board meeting prior to the six (6) month completion date. Request must include reason and extension time required.

If the conditional building permit expires and failed to meet compliance within the building permit granted the Board of Directors, after due consideration, can grant a six-month additional conditional building permit beginning the day Board of Directors elects to grant said permit providing the builder pays twice the normal building permit fee and guarantees the project will be completed during this additional conditional permit limitation of six months. As a condition of granting this additional extension of time, the Board of Directors may require the posting of an adequate bond to ensure the completion occurs in a timely manner.

The lot owner (building permit applicant) also must declare he or she is aware that the conditional permit is non-extendible and the Association will exercise its rights to make necessary improvements to the uncompleted project to comply with accepted safety and health standards in addition to complying with the conditions of the Restrictive Covenants. If the Association must take corrective action to achieve compliance with the Restrictive Covenants, the costs of such constitute a lien against the lot or lots not in compliance.

2. **PLOT PLAN (scale 1” = 20’):** Two (2) copies showing:
  - a. Lot outline and dimensions
  - b. Dimensioned location of building(s), auxiliary structures, docks, seawalls, propane tank, etc.
  - c. Entrance drive(s) location and culvert size.
  - d. Water line.
  - a. Electric service.

3. **PLAT OF SURVEY OF YOUR LOT(S):** Two (2) copies of the plat of survey of your lot(s). A **registered land surveyor must prepare this plat of survey.** Your lot lines must be clearly marked accordingly prior to and during construction.  
It is advisable to have your surveyor assist in "siting" of your structure. Clear communication between him and your contractor is essential to proper placement of your home on your property.
4. **SPOT SURVEY OF SUBJECT STRUCTURE(S):** After footings and foundation are poured or laid and before construction begins on the structure, the mentioned registered surveyor must record on plat of survey the location of the subject structure. **This additional drawing (spot survey) must be sent or submitted to the Association Office before the building project continues.** For non-compliance of construction activities including a spot survey, citations will be issued daily until spot survey is received.
5. **OBSERVATION CHECKLIST:** One (1) copy filled in with owner and contractor data. (Construction Observation Procedure.) You must notify the Association Building Observer before placing any foundations or septic systems. A spot survey showing foundation location must be copied to the Association Office and checked off on the building permit before proceeding with any other construction.
6. **OWNER CONSTRUCTION COMPLETION AGREEMENT:** signed by owner.

**Erosion Control Plan -** Lake Wildwood Association and the ECC highly recommend that you **install erosion and sediment control prior to commencing construction. You may not pollute Lake Wildwood, Lake Tanglewood or any Common Property including ditches with sediment or debris. In addition, you may not damage any ditches as a result of construction.**

If the property owner is found to be in violation of polluting the Lake or Common Property, the Association will take the steps necessary to stop the pollution at the owner's expense. The owners of subject property will agree to pay Lake Wildwood all costs incurred in the enforcement of pollution control including but not limited to court costs and reasonable attorney fees.

If you need assistance with a plan for erosion control, please contact the Lake Wildwood Office.

CONSTRUCTION CAN NOT BEGIN UNTIL ECC APPROVAL IS RECEIVED BY OWNER OR REPRESENTATIVE

After plans are approved and construction begins, an "Observation Checklist" will be used by the observer to verify conformance to Environmental Control Committee (ECC) approved plans.

It is the responsibility of the property owner to make sure that all contractors and/or sub-contractors involved in the owner's construction program will comply with Lake Wildwood construction requirements.

**NO CONTRACTORS, SUBCONTRACTORS OR DELIVERY TRUCKS WILL BE ADMITTED ENTRANCE TO LAKE WILDWOOD UNLESS LISTED ON THE FORM: "CONTRACTOR'S LIST" OR WITHOUT PRIOR APPROVAL OF THE LAKE WILDWOOD OFFICE.**

The Observer's job of verifying general conformance to the building packet begins with you - the contractor - placing the call for observations. Call the Association Office (309/463-2047) for inspection documentation. The Office will call the Building Observer with observation requests. When the Footing/Foundation observation is complete, verification of compliance to Restrictive Covenant set back requirements will be completed by the spot survey measurement. The call for the Final Observation

needs to be made to complete the Environmental Control Committee's involvement regarding the project plan. This observation is crucial regarding the 6-month completion agreement. The Final Observation requires exterior construction to be complete, property brought back to grade, all exterior construction materials removed and propane tank screened. Recognition of building across the lot line or invoking Restrictive Covenant 5. begins with the final observation date that is recorded. Six-month building permit begins the day the committee approves building permit.

The Association, and the member, needs your diligent cooperation to get these observations done on a timely basis. There is a 48-hour notice requirement regarding our part to get the observation completed. This requirement should be documented every time the call is made.

## **Restrictive Covenants Regarding**

### **Building Regulations:**

#### **1. Restrictions of Concerning Size and Placement of Dwelling Houses and Other Structures and the Maintenance Thereof.**

##### **(a) Set Back Requirements.**

**(i) In General.** Except as may be otherwise shown in the plat, no part of any dwelling house or above grade structure that shall be constructed or placed on any numbered lot in the Development (except fences, the placement of which is provided for hereinafter) shall be less than:

(aa) ten feet (10') from each side line of the lot;

(bb) thirty feet (30') from any lot right-of-way;

Fifty feet (50') from the normal high water mark of Lake Wildwood and Tanglewood Lake, except as may be shown on the recorded plat, or if the lot is not contiguous to Lake Wildwood or Tanglewood Lake, 20 feet or 25% of the depth of the lot (whichever is greater) from the rear line of the lot.

##### **(ii) Particular Rules for Application of Set Back Requirements.**

(aa) If the lot line with respect to which a set back measurement must be made is a curve, the lot line shall be viewed from the interior of the lot, and if the lot line, thus viewed, is a convex curve, the measurement shall be made along a line perpendicular to the longest chord of the curve that intersects at least one of the side lines of the lot at a right angle.

(bb) If the line with respect to which a set back measurement is to be made is a meandering line, the average length of the two lot lines that intersect said meandering line shall be determined and using that average length, an imaginary straight line shall be drawn through the meandering line and the set back measurement shall be made along a line perpendicular to such imaginary line.

(cc) The term "side line" defines a lot boundary line that extends from the street on which the lot abuts to the rear line of the lot.

(dd) The term "rear lot line" defines the boundary line of the lot that is farthest from, and substantially parallel to, the line of the street on which the lot abuts, except that on corner lots, it may be determined from either street line.

(ee) A corner lot shall be deemed to have a front line on each street on which the lot abuts, and such lot need have only one rear yard as defined by (dd) above.

**(c) Fences.** In order to preserve the natural quality and aesthetic appearance of the existing geographic areas within the Development, all property lines shall be kept free and open one to another and no fences shall be permitted on any lot or lot lines except where, in the

opinion of The Environmental Control Committee (as is hereinafter described) a fence or other enclosure, as a structure or aesthetic feature of a design concept, will contribute to and be in keeping with character of the area. In such cases, the committee shall determine the size, location, height and composition of the fence or other enclosure.

**(d) Environmental Control Committee.**

**(i)** No dwelling house or outbuilding shall be constructed placed or altered on any numbered lot in the Development nor shall any boat shelter, pier, float or similar structure be placed entirely or partly within the lake in the Development, unless plans and specifications showing the nature, kind, shape, height, materials and location thereof shall have been submitted to, and approved in writing by, not less than two (2) members of the Environmental Control Committee for the Development.

**(ii)** Whenever the Environmental Control Committee shall approve plans and specifications for a boat shelter, pier, float or similar structure, on or extending into the lake, such approval shall constitute a mere revocable license from the Developer, or its successor in title to said lake, for the construction, placement and maintenance of the proposed structure.

**(e) Diligence in Construction.** Every building whose construction or placement on any numbered lot in the Development is begun shall be completed within six (6) months after the beginning of such construction or placement. No improvement which has partially or totally been destroyed by fire or otherwise, shall be allowed to remain in such state for more than six (6) months from the time of such destruction or damage.

**(f) Prohibition of Used Structures.** All structures constructed or placed on any numbered lot in the Development shall be constructed with a substantial quantity of new materials and no used structures shall be relocated or placed on any such lot.

**2. Ditches and Swales Not to be Obstructed.**

The member shall provide for the installation of such culverts or for the taking of such other steps as will ensure that such ditch or swale shall remain free and unobstructed. It shall be the duty of every owner of a lot in the Development on which any part of such ditch or swale continuously unobstructed and in good repair.

**3. Certain Activities Prohibited.**

**(a) Signs.** No signs shall be displayed on any lot or structure in the Development without prior written permission of the Developer, its successors or assigns.

**(b) Concealment of Fuel Storage Tanks and Other Trash Receptacles.** Every tank for the storage of fuel that is installed outside any building in the Development shall be either buried below the surface of the ground or screened, to the satisfaction of the Environmental Control Committee, by fencing or shrubbery. Every outdoor receptacle for ashes, trash, rubbish or garbage shall be installed underground or shall be so placed and kept as not to be visible from any street or lake within the Development, at any time except the times when refuse collections are being made.

## **ECC Compliance Program**

This lists the fine structure of building violations by contractors and members. The Association seeks to work with the member and the contractor to achieve compliance with Association Covenants, Policies and Procedures. For specified violations, the Association provides a “Notice provision.”

### **Homeowner:**

1. (30 days not applicable) Failure to apply for building permit - \$100/day. RC 2.(d)
2. (30 days not applicable) Starting construction before building permit approved by ECC - \$100/day. RC 2.(d)
3. (30 days not applicable) Building above ground structure before house is built on lot - \$100/day. RC 1.(b)
4. (30 days not applicable) Failure to construct in accordance to plan and ECC approved plan - \$50/day. RC 2.(d)
5. Failure to secure spot survey upon placing footing/foundation on lot – (loss of \$150 deposit) plus balance. Permit requirement Board of Director Policy.
6. (30 days not applicable) Above grade structure (building) in the setback area (front, sides or back) - \$100/day. Stop work order will be issued – ignoring stop work order - \$100/day. RC 2.(b)
7. Failure to return property to original grade slope for run-off - \$50/day. RC 3.(b)
8. Placing septic outlet pipe within 50’ of lake shore - \$75/day. RC 3.(a)
9. Failure to maintain septic system in good work order, the Marshall-Putnam Health Department will be notified.
10. Failure to complete construction within 6-month construction timetable and not applying for a 6-month extension - \$100/month. RC 2.(f)
11. Failure to post construction permit at building site - \$10/day.

### **Contractor:**

1. Failure to notify Association Office to schedule observation and continuing construction before observation checked off - \$25/day.
2. Starting construction before spot survey submitted to Association Office - \$100/day. In addition, a stop work order will be issued.
3. Continuing construction after issuance of stop work order – Additional \$100/day.
4. Failure to restore Association property - \$75/day.
5. Failure to clean-up debris on lot - \$250/occurrence.



6. Leaving an unattended fire at building site - \$250/occurrence.
7. Mud/sediment on roads not cleaned up before day's end - \$25/day plus \$50/hour fee if Association has to clean up road.
8. Disposing construction material in Association dumpster - \$100/occurrence.

All fines and fees are subject to construction cash bond. Contractor must maintain cash bond at \$500 before initiating construction actions at Lake Wildwood.

### **Culvert Installation Guidelines**

The lot owner may place culverts in the ditch between a lot and the road at any time, following approval by the Environmental Control Committee (ECC).

The Lake Wildwood Restrictive Covenants 4. (a.) (i.) state that "All lot owners will install dry culverts between the road rights-of-way and their lots in conformity to specifications and recommendations of Equitable Development Corporation, its successors and assigns." The ECC has developed the following guidelines to be followed by culvert installers:

1. Culverts must be a minimum of 16' in length. In most applications, however, a longer one is recommended.
2. Culverts must be a minimum of 12" in diameter. In some applications, however, a larger one is required.
3. Culverts must be set at least 5' inside the side lot lines to provide for utility easements, etc.
4. The natural flow of water cannot be stopped. Culverts are required under all entrance driveways. We recommend installation of culvert(s) as quickly as possible. Any damage to Lake Wildwood ditches or shoulders must be corrected according to "Deposit for Damage Policy." Ditches and swales existing and as proposed to be changed must be shown on Plot Plan.

*Changes will be required to convey storm water equal to existing capacity or a minimum of a 10-year frequency 15-minute rainfall with an intensity of 4"/hour.*

To obtain ECC approval, please submit a plot plan at a scale of 1" = 20' (scale paper available at Association Office) showing the size and location of the proposed culvert. Also indicate the diameter and type of material involved. This will also start your ECC lot file, which is used for reviewing any additional work to be undertaken on your lot in the future.

Lot dimensions according to the original plat may be obtained at the Association Office.

If you are digging, did you call JULIE?

### **Mailbox Procedure**

All boxes must be placed on the established postal route in the Development. If a box and holder are placed at a location which would create a new stop it must not be located so as to be a hazard to traffic. Example, on turns, in dips, etc. Please verify the location with the Varna Post Office before creating a new stop. Before digging, call JULIE 1-800-892-0123, there are underground utilities at road frontages.

Next you will have to go to the Post Office in Varna and fill out a card which formally adds you to the route. If you don't do this, the mailman will not deliver to your box.

If you have any questions, please contact the Association Office.

A lot owner may place a mailbox on a holder or holder extension, construction according to specifications, at appropriate locations along the mail delivery route.

### **Dish Antenna Information**

Dish antennas larger than 3 feet in diameter may be installed on improved numbered lots in the Development, only if prior written approval of plot plan, construction plans and screening plans for the antenna have been provided by the ECC. The setback requirements of Section 2(b) of the Restrictive Covenants shall apply to dish antennas, as they are above-grade structures. It is further suggested that they not be installed on the street side of the dwelling unless they are hidden from view from the street by outbuilding(s) or woodland. The antenna should be of a color that blends into the background of other structures or vegetation. Plans should include screening that will block the antenna from view or break its lines as viewed from streets and/or lakes.

Call JULIE before digging.

### **Boathouse Structures**

Plans for the construction of boathouses must include the seal of a Professional Engineer certifying that the structure has been designed in accordance with good engineering practices for structural exposure to reasonably anticipated lateral and vertical ice pressures as well as wind and wave action. Boathouse structures must be labeled with 2" lot numbers visible from the lake.

Dock construction must be labeled with 2" lot numbers visible from the lake.

# **BUILDING PERMIT FORMS**

You must submit pages 11 – 17 along with the other required information one week prior to the ECC meeting which is always the first Saturday of the month at 9:00 a.m. in the Association Office meeting room.

**LOT NUMBER (S):** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **ALTERNATE NUMBER:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PROJECT:**

**STORAGE SHED**

**CULVERT**

**DOCK OR BOATHOUSE**

**DECK**

**SHORELINE RETAINING WALL**

**FUEL TANK SCREENING**

**OTHER (describe)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Security Deposit Policy**

In order to protect the interests and investment of all Association members, the Lake Wildwood Association, Inc. enacted a contractor security deposit policy. This policy was implemented due to past problems and questions of liability concerning private contractors, and, past abuse to roads, shoulders of roads, adjoining lots, cul-de-sacs and green areas where construction has taken place.

Every contractor entering Association properties with equipment other than a pickup truck shall be required to post a \$500 non-interest bearing deposit with the Association Office. This deposit will be held by the Lake Wildwood Association until the construction project is completed or the contractor discontinues providing his services within the Lake Wildwood Association development. If the Lake Wildwood Association uses the deposit in lieu of damages or contractor related fines; the charges will be based on hourly rate as established by Lake Wildwood Association Board of Directors. A contractor is defined as the general, sub-contractor or member (self contractor) for the purposes of this Security Deposit (exception vendors performing domestic services or supplies).

All non-member workers must be authorized to enter the Development by a member. The lot owner should have a signed and dated list of non-member workers at the front Gate. Forms are available in the Environmental Control Committee Building packets.

Contractors “must meet and lead ALL heavy equipment to the construction site to ensure that said equipment stays in the center of the roadway.” Always check during the late winter/early spring months for posted road restrictions concerning weight limitations.

**Security Deposit Receipt and Agreement**

Received from \_\_\_\_\_ (member/contractor name) the sum of Five Hundred (\$500.00) Dollars by check/cash as a non interest bearing deposit to be held by Lake Wildwood Association, Inc., (hereinafter called “LWA”) until such time as member/contractor completes construction cleanup operations within Lake Wildwood Subdivision of Marshall County, Illinois, to the satisfaction of LWA’s General Manager and final project observation check list.

For and in consideration of member being allowed to traverse LWA property, member agrees to abide by all rules, regulations and LWA Board resolutions pertaining to Contractors and construction work within said subdivision.

Contractor further specifically agrees to restore all LWA property within five (5) business days following completion of construction to as good a condition as said property existed before construction, as determined by the LWA General Manager and final project observation checklist. Contractor must request a site inspection to obtain your refund. Refund will be made to the member/contractor by check not more than one (1) week following inspection by the Association.

Member/contractor agrees that the aforesaid deposit shall be used and applied by LWA on damages due to any breach of the covenants of this agreement.

Please note that the posting of this deposit does not guarantee entry to the development. Entry may be authorized only by a member per the Association entry procedures.

Terms accepted by: Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Member/Lot Number: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Lake Wildwood Association, Inc.

Deposit Refund Authorized: Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Observer: \_\_\_\_\_ For: \_\_\_\_\_

**Owner/Board Policy (ECC): Construction Completion Agreement**

Effective December 14, 1981, any lot owner applying to the Environmental Control Committee (ECC) for approval to construct any structure on any numbered residential lot in Lake Wildwood will be required to agree to the following:

All exterior work must be completed as per page 4 of the Restrictive Covenants and By-laws for Lake Wildwood. Exterior work shall include:

- Dwelling or building exterior (subject to Restrictive Covenants 2(f))
- Sewage disposal system
- LP/or fuel tank screening
- Rough grading – Culverts installed
- Roadside ditches & swales returned to grade

If the above work is not completed within 6 months, I understand that property owners would be subject to citations of \$100 for each calendar month beyond the 6-month completion date until exterior work is completed and observed. Said citations shall not be exclusive of other remedies available to the Association.

If failure to meet the 6-month completion date is due to special circumstances beyond the control of the lot owner, a request for extension may be submitted to the Board of Directors of Lake Wildwood Association, Inc. for action. Such requests must be submitted no later than the regular monthly Board meeting (second Saturday of the month) prior to the 6-month completion date. Request must include reason and extension time required.

**Owner Agreement**

The undersigned(s), member(s) of Lake Wildwood Association, Inc., hereinafter referred to as "Owner," hereby states and agrees:

1. That owner desires to construct improvements on his property located at the Lake Wildwood Subdivision and in consideration for approval of said construction guarantees this agreement.
2. That owner for himself, his agents, employees and assignees, has knowledge of and agrees to conform to the requirements of the following:
  - a. Declaration of Restrictive Covenants and By-laws for Lake Wildwood Subdivision.
  - b. Rules and Regulations of Lake Wildwood Association, Inc.
  - c. County and State statutes regulations.
  - d. Instructions for ECC approval.
  - e. Request for ECC approval.
  - f. Construction observation procedure.
  - g. Observation checklist.
  - h. Application for sewage disposal permit.
  - i. Construction completion agreement.
  - j. Contractors deposit agreement.
3. Owner has knowledge of **Restrictive Covenants 6. Certain Activities Prohibited. (g) Restrictions of Construction of Model Homes, etc.** No dwelling constructed within the development shall be resold within two years after its construction without the consent of Developer, or the Property Owners Association, if such right has been assigned to the Property Owners Association.
4. Owner further agrees to cooperate fully with Lake Wildwood Association personnel and members of the Environmental Control Committee. Conformance to all codes is responsibility of property owner.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_

Owner \_\_\_\_\_

**Request For ECC Approval**

**LOT NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

	<b>MEMBER INFORMATION</b>	<b>GENERAL CONTRACTOR</b>	<b>SEWAGE CONTRACTOR INFORMATION</b>	<b>PLUMBING CONTRACTOR</b>
<b>NAME:</b>				
<b>ADDRESS:</b>				
<b>CITY:</b>				
<b>STATE</b>				
<b>ZIP:</b>				
<b>E-MAIL:</b>			<b>License #</b>	<b>License #</b>
<b>PHONE:</b>	(    )    -		(    )    -	<b>Reg. #</b>

**CHECKLIST OF INFORMATION ENCLOSED THAT MUST BE SUBMITTED TO GET ECC APPROVAL (see instructions for ECC approval – sheets F2-1,2,3)**

- |   |       |
|---|-------|
| 1. <b>Building Plans</b> – Two (2) copies   | [   ] |
| 2. <b>Plot Plan</b> – Two (2) copies  | [   ] |
| 3. <b>Sewage Disposal Application</b> – Two (2) copies  | [   ] |
| 4. <b>Construction Inspection Checklist</b> – One (1) copy  | [   ] |
| 5. <b>Signed Owner’s Construction Completion Agreement</b>  | [   ] |
| 6. <b>Plat of Survey of your lot(s) by Registered Land Surveyor in the State of Illinois Plus</b> – Two (2) copies Spot survey (actual project foundation location) before continuation of building project submitted to Association Office | [   ] |

ATTACH LIST SUB-CONTRACTOR(S) – NAME, ADDRESS AND PHONE NUMBER IF KNOWN AT TIME OF APPLICATION ON SEPARATE SHEET.

-----  
**(FOR OFFICE USE)**

Date Received: \_\_\_\_\_ Date To ECC: \_\_\_\_\_

Date Approved Building: \_\_\_\_\_ Date Sewerage Disposal: \_\_\_\_\_

Date Rejected: \_\_\_\_\_ Date Letter Sent: \_\_\_\_\_

Date To Observer: \_\_\_\_\_ Date Observation Completed: \_\_\_\_\_

Date Building Fee Received: \_\_\_\_\_

**Observation Checklist**

**OWNER:** \_\_\_\_\_ **LOT (S)**

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**PHONE:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**ACTION CODE:**

[ 1 ] – ACCORDING TO PLAN

[ 3 ] – DEVIATION APPROVED

[ 2 ] – DEVIATION REJECTED

1. **SITE EXCAVATION, LOT LINE LOCATION** **DATE** \_\_\_\_\_  
**REMARKS:** **ACTION CODE** [ ]

**BASEMENT OR FOUNDATION WALL** **DATE** \_\_\_\_\_  
**REMARKS:** **ACTION CODE** [ ]

2. **SEWAGE DISPOSAL TANK LOCATION** **DATE** \_\_\_\_\_  
**REMARKS:** **ACTION CODE** [ ]

**AS INSTALLED PLOT PLAN RECEIVED** **DATE** \_\_\_\_\_  
**REMARKS:** **ACTION CODE** [ ]

**DITCHES AND ROADS RETURNED TO LAKE WILDWOOD**  
**STANDARDS OR AS APPROVED.**  
**YES** [ ] **NO** [ ] **DATE:** \_\_\_\_\_

**EXTERIOR WORK COMPLETED PER FINAL OBSERVATION.**  
**YES** [ ] **NO** [ ] **DATE:** \_\_\_\_\_

**FUEL TANK SCREENING COMPLETED PER FINAL OBSERVATION.**  
**YES** [ ] **NO** [ ] **DATE:** \_\_\_\_\_

**FENCE SCREENING COMPLETED PER FINAL OBSERVATION.**  
**YES** [ ] **NO** [ ] **DATE:** \_\_\_\_\_

**DATE OBSERVATION COMPLETED:** \_\_\_\_\_

**OBSERVER:** \_\_\_\_\_



**Contractor Entry Authorization**

I, \_\_\_\_\_ being the lot owner of lot \_\_\_\_\_ at Lake Wildwood, hereby authorize the entry of the below listed contractors, per B.3. of the Red Book (Contractor Entry Procedure). If no expiration date is indicated, authorization will expire six (6) months from starting date and authorization will need to be renewed.

NAME	FIRM	STARTING DATE	EXPIRATION DATE

\_\_\_\_\_  
*Lot Owner's Signature*

\_\_\_\_\_  
*Date*

-----

Please check occasionally at the Guardhouse to delete the names of persons whose portion of the job is completed. As with any other authorized entry, non-member workers are the responsibility of the lot owner while on the property.

Note that a contractor pass does not permit the use of the Association facilities. It is good only for transit to and from the lot(s) in question.