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Date \_\_\_\_\_ Lot# \_\_\_\_\_ Lake Royale Street Address \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact/Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

- Note:** 1) All applicable permits must be obtained by the Property Owner.  
 2) Complete in full all forms you will be submitting to Building Committee (BC) before permit can be issued.  
 3) POA = Property Owner's Association

**OBTAIN THE FOLLOWING**

**Driveway permit**

Needed before any clearing or mechanical activity takes place on the lot.  
Obtain at the POA office for a \$75 fee.

**Soil & Erosion permit**

Needed before any clearing or mechanical activity takes place on the lot.  
Required for all projects disturbing 100 square feet or more.  
Obtain at POA office (no charge)

**Franklin County Health Permit**

All lots must show evidence of a Franklin County approved system.  
Application form and information is available at Franklin County Health Dept.  
(919) 496-2909

**Franklin County Building Permit**

Refer to Lake Royale BC Fees and Permits Listing for information.  
Franklin County Planning and Inspections Department (919) 496-2909

**The Building Committee meetings are the second & fourth Tuesdays of each month. Packet shall be turned into the POA Office six days before the BC meeting. Packet may be submitted for discussion prior to required documentation of outside agencies approvals; or for approval with all applicable permits attached. Please call the POA office with any questions. 252-478-4121.**

1) **FORM A ‘ CHECKLIST FOR APPLICANTS’**

Check that all applicable requirements are done.

2) **Structure** (elevation) or **blueprints** drawings.

You **must** submit drawings of the proposed structure showing the following:

- a) Top view or floor plan (including all decks, porches, bump outs, etc.)
- b) Elevation drawings (shows front, side & rear views of structure).
- c) Drawings may be hand drawn

3) **Misc:**

- Street #** (and lot #) must be posted and visible from the road.
- Permits must be visible from road
- Port-A- John to be positioned **off the road** and within the property pins of each job site.
- Silt fence - see Soil and Erosion requirements

**Please fill in the following:**

**PROJECT:** Square foot \_\_\_\_\_  Building on-site  Pre-built

**FOUNDATION:**  Crawl  Slab  Pier  Basement  Other \_\_\_\_\_

<b>DECK SIZE:</b>	<input type="checkbox"/> Front ____x____	<input type="checkbox"/> Rear ____x____	<input type="checkbox"/> Side ____x____
Step Location _____			

<b>FENCE:</b>	<input type="checkbox"/> Front Height _____	<input type="checkbox"/> Rear Height _____	<input type="checkbox"/> Side height _____
<input type="checkbox"/> Material _____			

<b>GARAGE:</b>	<input type="checkbox"/> Attached	<input type="checkbox"/> Detached	Size ____x____	<input type="checkbox"/> Roof Pitch: _____
(Roof pitch must be within 2/12 of house) (Max 1 ½ stories)				
<input type="checkbox"/> Material _____		<input type="checkbox"/> Roof Material _____		

<b>PORCH:</b>	<input type="checkbox"/> Front ____x____	<input type="checkbox"/> Rear ____x____	<input type="checkbox"/> Side ____x____
Open   Screened                  Open   Screened                  Open   Screened			

<b>STORAGE SHED:</b>	<input type="checkbox"/> Size ____x____	<input type="checkbox"/> Height: _____	<input type="checkbox"/> Roof Pitch: _____
(Must be between 4/12 – 7/12) (Max Height 11')(288 sq. ft. max)			
<input type="checkbox"/> Material _____		<input type="checkbox"/> Roof Material _____	
Will electricity be installed? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, must get Franklin County permit)			

<b>OTHER:</b>	_____	Material(s): _____
Size ____x____      Height: _____      Roof Pitch: _____		

**Form RA Con't. WATERFRONT DEVELOPMENT CHECKLIST  
for NEW ADDITIONS or RENOVATIONS**

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**NOTE:**

- 1) A Corp of Engineers permit must be obtained for all the Following except the boat dock. A DWQ Permit or Approval must be obtained for all 'Riparian Buffer' disturbances.
- 2) **PROTECT YOURSELF** from a \$25,000 fine. Get a copy of the NC 'Riparian Buffer Protection Rules' from the POA office or Website before you start your project.

**SHORELINE:**  New  Addition/ Renovation

1) **Bulkhead:** Length \_\_\_\_\_ Projection from shore \_\_\_\_\_ (max 2')

Wood  Rip Rap  Concrete

2) **Boat Dock:** \_\_\_\_\_ x \_\_\_\_\_ Projection from shore \_\_\_\_\_ (max 10')

3) **Boat Slip:** \_\_\_\_\_ x \_\_\_\_\_ Projection from shore (if any) \_\_\_\_\_ (max 10')

4) **Boat Shelter:** \_\_\_\_\_ x \_\_\_\_\_ Must be over water. Only one story.

1)  Parallel to shore  Perpendicular to shore

Projection from shore \_\_\_\_\_ (max 10')

2)  Roof:  Flat (to be used as deck? Yes \_\_\_\_\_ No \_\_\_\_\_). If used as deck, must have picket railings. Material \_\_\_\_\_

Pitch of roof \_\_\_\_\_ / \_\_\_\_\_ (Maximum 4/12)

5) **Jet ski Ramp:** \_\_\_\_\_ x \_\_\_\_\_ (max 10')

6) **Boat or Jet ski Lift** \_\_\_\_\_ x \_\_\_\_\_ Location: \_\_\_\_\_ (max 10')

**OTHER:** \_\_\_\_\_

**Corp. of Engineer & Division of Water Quality – for Waterfront & Water  
Shed (River, Stream, Creek, Wetlands, etc...)**

**PROTECT YOURSELF** also pick up NC Riparian Buffer Protection Rules at the POA office.

Permit needed before any earth disturbing activity takes place.

For all bulkheads, boat slips, boat ramps, rip rap material, structures, etc...

Forms and Information are available at:

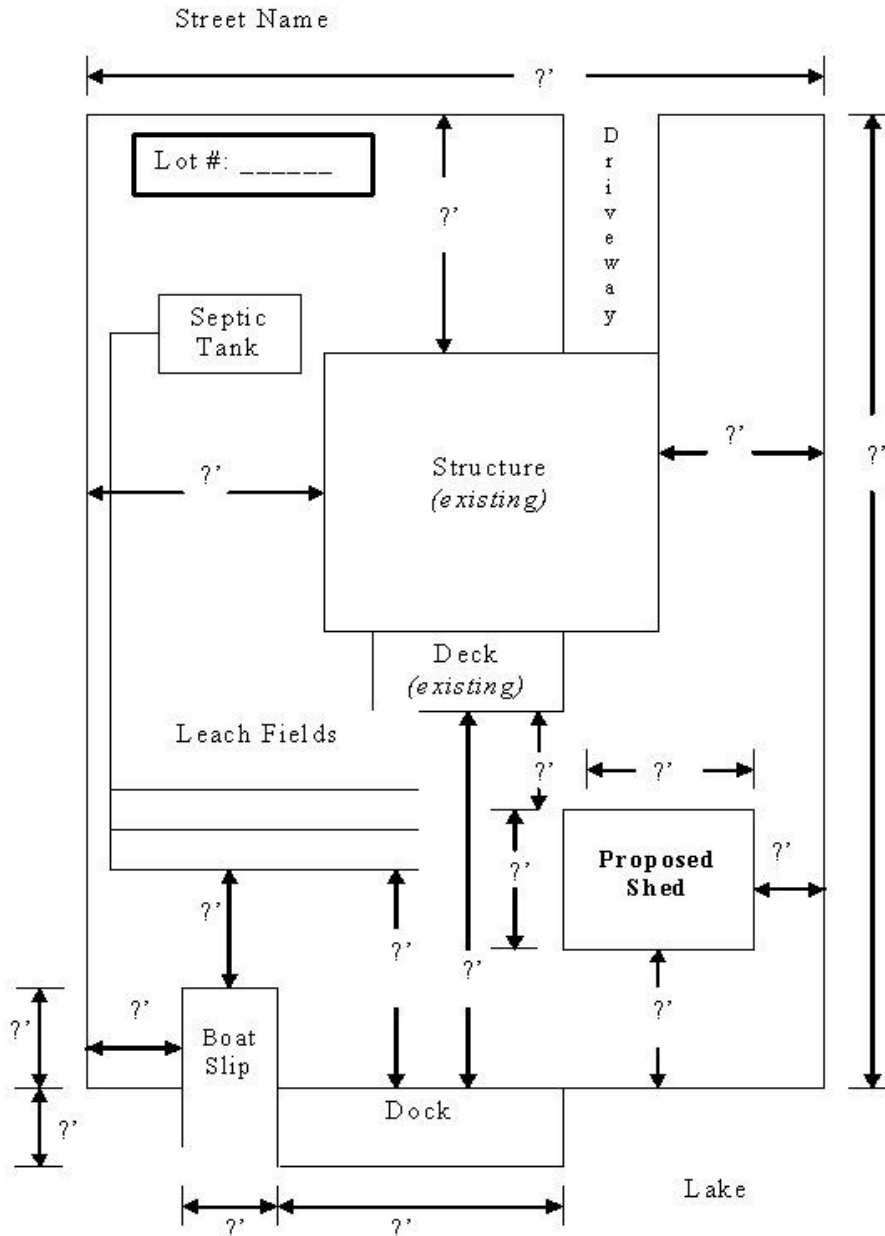
Raleigh Regulatory Field Office  
**US Army Corp. of Engineers**  
6508 Falls of Neuse Rd. Suite 120  
Raleigh, NC 27615  
Phone (919) 876-8441  
Internet: [www.saw.usace.army.mil](http://www.saw.usace.army.mil)

**Division of Water Quality**  
1628 Mail Service Center  
Raleigh, NC 27699-1628  
Phone (919) 791-4200 (Amy Chapman)  
Internet: <http://h2o.enr.state.nc.us>

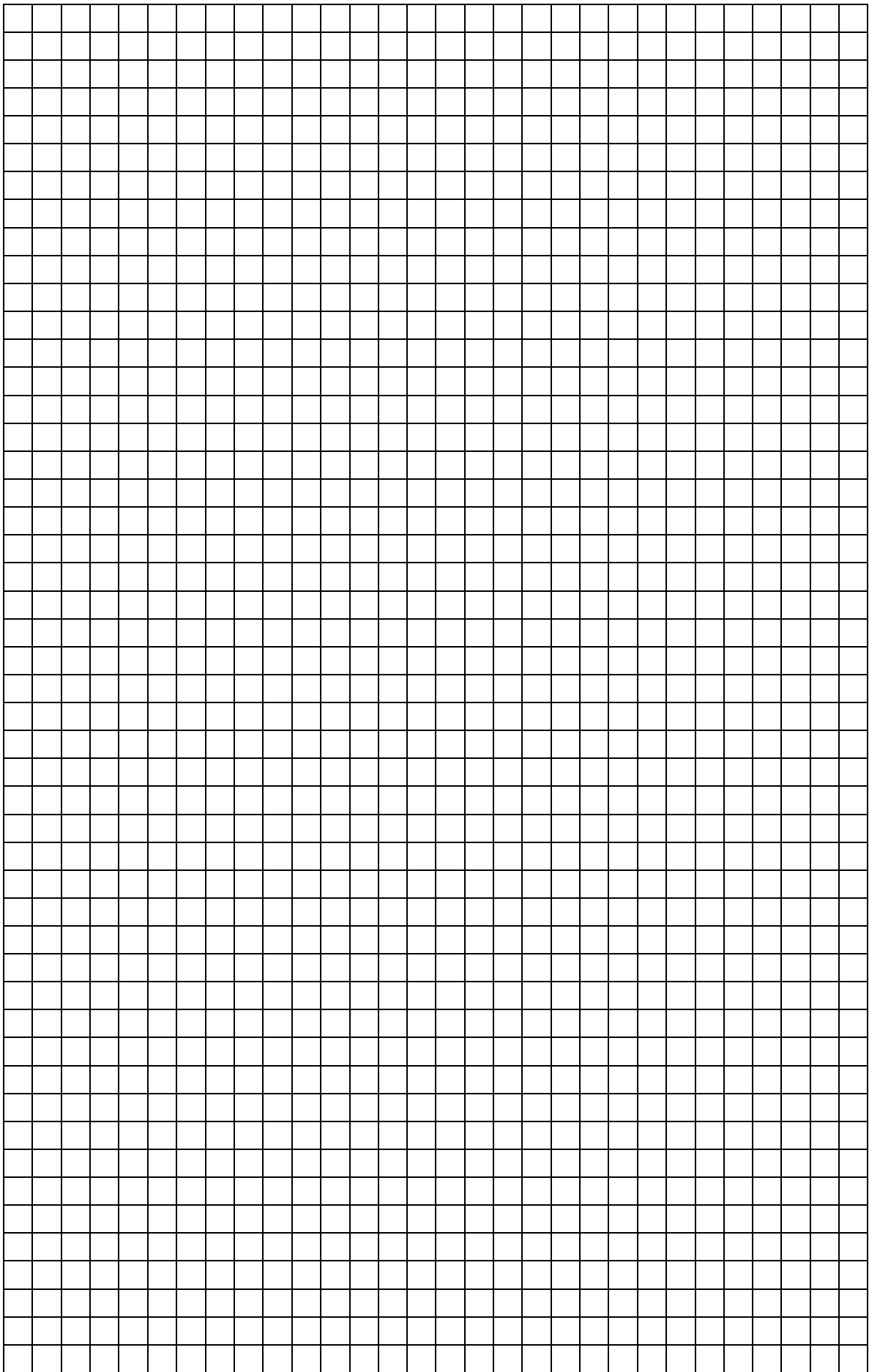


**PLOT PLAN – Must be legible and neat.**

- Show the location of all property pins (Highly recommend survey)
- Show the exterior dimensions (between the property pins) of your lot. (Recorded plats available at Franklin County or Nash County planning offices.)
- Show the location of the street(s) and shoreline (if on lake)
- Show all present structures on the lot with distances to the exterior lot lines or natural shoreline.
- Show the proposed structure(s) location on the lot, with distances to the exterior lot lines(s) or natural shoreline.
- Show distances between structures – existing and/or proposed (all structure)
- Show driveway location.
- Show the location of the septic tank and its leach fields.



**Include YOUR plot plan in the Building Committee application packet**



**Utility Access POA Disclaimer:**

While permission may be granted for a building permit to go forward with construction, the POA is NOT liable if the water lines or utility lines are held up by the local, county or state departments due to water pipe or utility line maintenance, which is not a POA responsibility.

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I hereby certify that I have read the Covenants and Bylaws applicable to Lake Royale and The Rivers.

I hereby certify that to the best of my knowledge that the said property referenced herein is in compliance with all applicable Covenants and Bylaws as of the date of this application.

I hereby certify that I am the legal property owner of said property referenced herein as of the date of this application.

I further certify that I have read the NC Riparian Buffer Protection Rules if applicable to my project.

By signing this document, I acknowledge that I must ensure that the installation and/or construction of the structure described within this application for permit, shall be performed in accordance with;

- The description provided within this application,
- Current Lake Royale Covenants and Bylaws as of the date of this application,
- and all applicable county and state requirements.

By signing this document, I accept all responsibility for any damage occurring due construction.

By signing this document, I further acknowledge that the Lake Royale Building Committee or its designee shall have the right to verify and/or investigate compliance with the provisions contained within this application and in conjunction with Lake Royale Covenants, Bylaws, Rules and Regulations as of this date. The undersigned grants permission to the Lake Royale POA and its agents to come onto the lot described in this application for purposes of inspecting the premises in connection with this application or for inspecting compliance with any approvals or conditions issued in connection with this application.

I certify that, to the best of my knowledge, the information given is accurate & complete.

I also certify that I have read and understand the above disclaimer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date