

**SPRING CREEK ASSOCIATION
BUILDING APPLICATION FORM**

Property Owner Name: _____ Property Owner Daytime Ph. #: _____

TRACT _____ BLOCK _____ LOT _____ ZONING _____ Property Address _____

Mailing Address of Property Owner: _____

Contractor: _____ Contractor Ph. #: _____

Contractor Mailing Address: _____

Requesting Approval of: _____

Color/Material: _____ SF / LF of Project: _____

******* PLEASE READ AND INITIAL ALL ITEMS ON BACK OF FORM
OTHERWISE PERMIT WILL NOT BE SIGNED *******

**This Building/Construction Permit
Expires 180 days from the date approved.**

NOTE: Three (3) copies of plans shall be submitted.
One (1) copy will remain with the COA.

A Property Owner may appeal a ruling of "Disapproval" by requesting a hearing before the COA.

******* ALL FEES ARE NON-REFUNDABLE *******

I hereby affirm that the information in this application is true to the best of my knowledge. I understand the construction period shall not exceed 180 days without filing an extension with the COA.

Date: _____

Property Owner Signature

Property Owner Name (Please type or print)

Agent/Contractor's Name

**Note: if the contractor/Property owner violates any of the items initialed on the back of this page, there may be fines imposed.*

FOR OFFICE USE ONLY

Fee: \$ _____ Date Paid: _____ Receipt #: _____

Tentative Approval On: _____ By: _____
(tentative approval will be given on all initial applications)

Authorized C.O.A. Representative

Authorized C.O.A. Representative

Reason for Disapproval: _____

Final Approval On: _____ By: _____
(Final approval will be given after review of project)

Authorized C.O.A. Representative

Authorized C.O.A. Representative

**Note: if the contractor/Property owner violates any of the items initialed on this page, there may be fines imposed.*

******* PLEASE READ AND INITIAL ALL ITEMS THAT FOLLOW*******

1. ____ I require use of an RV/Travel Trailer/storage container on site during construction of home by owner and/or contractor. (Stick frame 180 days max. or manufactured/modular 45 days max.)
2. ____ I have read and understand the Spring Creek Declaration of Reservations (DOR's).
3. ____ I have read and understand the current COA Rules and Regulations. (R&R's are updated regularly)
4. ____ I understand there is a noise provision which would not allow any construction to commence before 7:00 am or after 10:00 pm daily.
5. ____ I am aware of the "Ecological Control" provision in the SCA DOR's requiring immediate construction, landscape or reseeded of disturbed areas of my property. The SCA approved seed mix is provided in this packet. Complete de-brushing of a lot is not recommended unless the de-brushed areas are re-seeded with crested wheatgrass or native seed mix as described.
6. ____ I am aware that Elko County Building Codes and Zoning Ordinances may be more stringent than the SCA DOR's or COA Rules and Regulations. The more stringent shall apply in all instances.
7. ____ I understand that it is my responsibility to ensure proper repair of ANY damage to the road, road edge or easement during my construction project based on SCA requirements, otherwise; SCA may take legal action against me.
8. ____ I understand that it is my responsibility to ensure that any mud or other debris is cleaned from the road prior to the end of each day during the construction period.
9. ____ I understand that parking on the right of way easement or side of the road is not allowed, all vehicles and equipment must be parked on the property/site. SCA can issue a parking ticket for parking on the right of way.
10. ____ I understand that construction garbage MUST be contained and controlled at all times and a dumpster is required to be placed on site. Dumpsters cannot be placed in the right of way easement.
11. ____ I understand that a Port-A-Toilet is required to be placed on site, but cannot be in the right of way easement.
12. ____ I understand that it is the contractor's responsibility to make sure that NO excess concrete is dumped or cleaned out onto any adjacent property, ditch or easement.
13. ____ I understand that I must contact the SCA COA Secretary @ (775) 753-6295 when I complete my project to schedule a final review to ensure that my project was completed in accordance with the approved permit.

The following are some of the requirements for submitting an application:

PLAN SUBMISSION REQUIREMENTS:

SUBMISSION, REVIEW AND SIGNING OF PLANS:

- All plans reviewed by the COA must have the property owner's consent and signature. All correspondence should be addressed to the property owner according to the Spring Creek Association's records.
- Applicants shall submit a completed application, plot plan and development plan with the applicable fees by 4:00 PM on Wednesday for Thursday COA approval.
- Plans will be reviewed by the COA and given "tentative approval" each Thursday.
- Final approval of a permit will be given after SCA Staff conducts a review of the project. If a project is determined to be incomplete or in violation of the SCA DOR's and/or current COA Rules & Regulations the COA will not give final approval.

PAYMENT: No approved plans may be released until full payment for COA fees is received.

REVOCATION OF APPLICATIONS: The COA has the authority to revoke an application based upon any violation of the SCA DOR's and/or the current COA Rules & Regulations. Written notice will be mailed to the property owner regarding the revocation of an application.

BUILDING COMMENCEMENT AND EXTENSIONS:

- All approved permits shall have a construction period not to exceed **180 days** from the date of approval.
- The COA may grant an extension at no cost if a renewal application is filed with the COA prior to the end of the 180 day period.
- If an applicant does not complete construction within the **180 days**, and the permit expires, then a new permit application will be required. A fee will apply.

MANUFACTURED HOME REQUIREMENTS

- 1. AGE OF MANUFACTURED HOME:** The maximum age of a manufactured home to be placed on a Spring Creek Association lot is 10 years. In order for the COA to consider a variance to the ten (10) year rule, the property owner must provide a statement from a licensed professional (i.e. realtor or a contractor) stating that the “effective age” due to exterior improvements is less than ten (10) years. Property owner must also provide at least four (4) current dated photos of the exterior of the home from all sides. The manufactured home must have been built to H.U.D. Code Specifications which were implemented in June of 1976.
- 2. SKIRTING:** Manufactured homes must be skirted within thirty (30) days of set up. Skirting materials of a manufactured home must be durable and compatible with the manufactured home.
- 3. REMOVAL OF EXISTING HOME:** The existing home must be removed from the property within thirty (30) days of replacement.

MODULAR HOME REQUIREMENTS

EFFECTIVE ON SEPTEMBER 13, 2016 – Spring Creek Association will NO LONGER issue permits for Modular/Manufactured homes to be placed in any tract other than Tract 200. Modular/Manufactured homes must follow these requirements.

- 1. ROOF PITCH:** A modular home must have no less than a 5:12 roof pitch so as to have the appearance of an aesthetically acceptable stick-built home. This must be clearly indicated on the modular home plans.



- 2. DIMINISH MARRIAGE SEAM:** A modular home must not have the visible aspect of a parting (marriage) seam, it must be altered after placement to be one continuous wall so as to have the appearance of an aesthetically acceptable stick-built home. Trim to cover the marriage seam is not acceptable.
- 3. NEVADA STATE STAMP:** The original Nevada State Stamp (UBC/IRC “wet” stamp) is required on all modular house plans. COA Staff will not be able to accept the plans for approval without this stamp.
- 4. PERMENANT FOUNDATION REQUIRED:** A modular home must be placed on a permanent foundation, meeting Elko County Building Code, for such structures. Further, axles, wheels, or other impediments used in the delivery of the modular home, must be removed from the property at the time the units are installed.
- 5. EXTERIOR OF HOME:** The finished exterior of the modular home must have the appearance of an aesthetically acceptable stick-built home.
- 6. TIMELINE TO PLACE HOME ON FOUNDATION:** The arrival of a modular home will not be permitted until the foundation is ready to accept the home. Thirty (30) working days will be allowed to place the home on the foundation.

PLAN CHECKLIST/GUIDELINE – *for contractor/property owner reference only*

Property Owner _____ Tract _____ Block _____ Lot _____

Application and drawings must contain all of the following requirements.

FEES: Original Plot Plan \$300; Multi Fam. \$175 per unit; Commercial under 1,000 Sq.Ft. \$600, 1001-10,000 Sq.Ft. \$1600 & 10,001 Sq.Ft. & Up \$3000. Additions \$50 - \$200; Fences \$35; Plan re-submittal fee \$50, Expired permit fee = half of the original permit fee.

DRAWINGS/PLOT PLANS:

- ___ Exact Measurements on at least 3 sides of the structure
- ___ Location of any/all other structures on property, with measurements from setbacks
- ___ **FRONT SETBACK:** minimum 50' from front property line (location of front setback on corner lots shall be determined by main access to property)
- ___ **SIDE SETBACKS:** minimum 20' from each side property line
- ___ **REAR SETBACK:** minimum 30' from rear property line

ELEVATIONS:

- ___ Front, Rear, Right and Left Side Elevations
- ___ Dimensions of the pitch of the roof (Verge (rake) and Fascia shall be shown)
- ___ Accessory structures shall have style similar to existing dwelling

UTILITIES: (Show service location, cable and underground route of each of the following utilities if possible)

- ___ Water meter
- ___ Telephone
- ___ Electrical Service (pedestal)

SEPTIC TANK AND LEACH FIELD:

- ___ Location of septic tank and leach field (sewer location on commercial and residential lots if applicable)
- ___ 8' minimum from tank to house
- ___ 10' minimum from leach to property lines

DRIVEWAYS:

- ___ Show location of driveway
- ___ Size and location of culvert required on any driveway access (min. 12" diameter required)

FENCES:

- ___ Cannot exceed 6' in height on any area of the property or for any reason.

LOT IMPROVEMENT ONLY:

- ___ Plot plan must show the location of any/all other structures on property, with measurements from setbacks.
- ___ All Utilities (service location, cable and underground route of each: water, power & telephone if possible)
- ___ Septic System
- ___ Building site (excavation for unapproved structures is NOT allowed)
- ___ Garage (where applicable)
- ___ Access (driveway)