

APPENDIX A
APPLICATION FORM

Instructions for this form:

1. Complete “Basic Project Information” section.
2. Complete “Specific Project Information” section pertinent to the type of project you are constructing (B-F).
3. Sign the agreement and consent section
4. Then refer to the Appendix that pertains to your project (B-F) to determine what additional information you will need to submit.

The information being gathered is accordance with the requirements for both the NLCA’s ARC Committee, the Village of South Bend and Cass County Zoning. Once you have received approval from the NLCA ARC for your project, you can then turn this same information into the Village of South Bend/Cass County Zoning. **Please note that the Village of South Bend will require three (3) sets/copies of blueprints/drawings to be submitted.**

The Village of South Bend REQUIRES a building permit for ANY structure or structural changes. This includes structural changes to a deck or porch.

In the information below a (*) refers to information required by only the NLCA’s ARC.

Applicants will be notified of incomplete submissions and will be asked to provide missing items before the Committee can act upon the application.

Basic Project Information:

Application Date: _____

Unit Owner Name: _____ Phone: _____

Alternative Phone: _____ Email Address: _____

Mailing Address: _____ City: _____ ST _____ Zip _____

Address of Project Site _____ City: _____ ST _____ Zip _____

Unit #: _____ Zoning: _____ Lot Size : _____

Residential Structure Non-Residential Structure

Specific Project Information:

This application form and related content is for the construction of a/an:

See **APPENDIX B** – for (CHECK ONE) New Home Manufactured Home Addition Major Alteration;

Then check all below that apply:

Walkout; or Split Entry; or Ranch ***with a*** Slab foundation; or Basement; or Crawlspace

Width _____ Length _____ Height _____ # Stories _____ Sq. Footage _____

Front Yard (road) Setback _____ Side Yard Setback _____ Rear Yard (lake) Setback _____

Cost of Construction (for South Bend Building Permit Application) \$ _____

Contractor/Builder Name: _____ Address: _____ Phone: _____

* See **APPENDIX C** – for Dock/Seawall

Width _____ Length _____ Height _____

Contractor/Builder Name: _____ Address: _____ Phone: _____

See **APPENDIX D** – for Auxiliary Structures (CHECK ONE) Detached Garage Carport Shed Gazebo

Solar Collector Other _____; ***with a*** Slab foundation; or Basement; or Crawlspace

Width _____ Length _____ Height _____ # Stories _____ Sq. Footage _____

Front Yard (road) Setback _____ Side Yard Setback _____ Rear Yard (lake) Setback _____

Cost of Construction (for South Bend Building Permit Application) \$ _____

Contractor/Builder Name: _____ Address: _____ Phone: _____

See **APPENDIX E** – for Porch Deck

Width _____ Length _____ Height _____ # Stories _____ Sq. Footage _____

Front Yard (road) Setback _____ Side Yard Setback _____ Rear Yard (lake) Setback _____

Cost of Construction (for South Bend Building Permit Application) \$ _____

Contractor/Builder Name: _____ Address: _____ Phone: _____

*See **APPENDIX F** - Fence Patio Sidewalk

Width _____ Length _____ Height _____

Front Yard (road) Setback _____ Side Yard Setback _____ Rear Yard (lake) Setback _____

See **Appendix G** – For example plot plan and scale drawings that are required to be submitted.

Agreement and Consent

I hereby warrant and attest that all statements made in this application, and all exhibits and attachments, are true and correct to the best of my knowledge. I warrant and represent that images, drawings, and statements depict the proposed improvements reasonably and accurately, and dimensions shown are accurate for final dimensions.

I further acknowledge the authority of the North Lake Condominium Association (NLCA) with respect to enforcement of the building and construction standards as set forth in the Declaration of Condominium, and in statements of policy and compliance to standards. I agree that all workers and contractors on the jobsite shall at all times obey the rules and regulations of the NLCA, including speed limits, and usage and occupancy of the property. I agree to make continuous progress on my project, and if progress stalls for more than 30 days, I recognize the right of NLCA to order the removal or correction of non-completed improvements. If the design of my project materially changes during construction, I acknowledge and agree to halt construction and provide updated drawings for review and approval, noting that such review and approval would be expedited by NLCA so as to not cause delay.

I hereby indemnify and hold harmless the North Lake Condominium Association and its members, directors and representatives from all damages, actions, causes of actions, and all liability associated with the development and execution of my project.

Signature of Applicant: _____

Date: _____

Signature of Co-Applicant: _____

Date: _____

North Lake Condominium Association Approval

Date Received: _____

Approved Not Approved (see attached comments)

Signed: _____ Date: _____

Printed Name: _____ Title: _____

Village of South Bend Approval

Date Received: _____

Approved Not Approved (see attached comments)

Signed: _____ Date: _____

Printed Name: _____ Title: _____

