

HISTORIC PRESERVATION AND DESIGN REVIEW BOARD

Congratulations on your decision to own a residence in a Historic District. Protecting the historic nature and ambiance of Lakeside also protects its value.

The Lakeside Community takes preservation of the Lakeside Historic District seriously. Our goal is to protect the historic nature of Lakeside while working alongside each Property Owner to achieve mutually satisfying results. Lakeside Chautauqua assigns the Historic Preservation and Design Review Board (HP-DRB) and the Lakeside Development Administrator responsibility for applying the Association's rules related to historic preservation. The HP-DRB looks at each property/ application individually with extreme care. While trying to expedite the process as quickly as possible for the benefit of Property Owners, the HP-DRB and the Lakeside Development Administrator face unique situations due to the uniqueness of Lakeside itself. This may cause the process to take a little longer than expected. It may be wise to submit your Application for Certificate of Appropriateness (COA) earlier than you think you may need to, in order to avoid unexpected delays in your project. Please be aware that applications for new construction require a preliminary meeting with the HP-DRB prior to the formal application process. For additional information, see **Title 3 Design, Construction, and Historic Preservation**.

The application process is laid out in detail to provide clear understanding of the process. As times change and new situations arise, it is necessary to fine-tune the process. Please find the enclosed materials:

- Chronology of Application Process
- MSC Right of Way Regulation
- Application for Certificate of Appropriateness (COA)
- Neighbor Notification Response Form
- Neighbor Notification Diagram
- COA/Lakeside Permit Fee Schedule
- Contractor Construction Rules Form
- Project Detail Checklist

If applicable, include the following forms with your HP-DRB Application for COA:

- MSC Request for Encroachment on Lakeside Right of Way (ROW)
- MSC Request for Variance (for Lakeside Setback Variances or Support for Danbury Township Zoning Variances)
- Demolition Regulations and Worksheet
- MSC Request for Property Split, Consolidation or Subdivision

Application information is available on the Historic Preservation and Design Review Board webpage at <https://Lakesideohio.com>. Click Community, then Communities, then Historic Preservation & Design Review Board.

As part of its application for and listing on the National Register of Historic Places in 1983, various structures within Lakeside were recognized as "contributing" to the historic architecture and operations of Lakeside that make it the community it is today. In 2021, the Association updated that work by reviewing all structures within Lakeside so that every building of the then-existing inventory of structures could be recognized as "contributing" or "non-contributing." The result of that review is depicted in **Title 3, Exhibit 1**, and a more easily viewed version is at <https://lakesideohio.com> on the Historic Preservation and Design Review Board webpage. For historical context, the dotted line shown in **Title 3, Exhibit 1** reflects the historic district as recognized in 1983. Lakeside now comprises the larger area to which these Rules apply.

CHRONOLOGY OF APPLICATION PROCESS

1. **Determine if application is necessary.** All new construction, renovation, or demolition of an existing structure requires approval. In addition, approval is necessary for most exterior changes to existing structures with the exception of paint colors. Approval is also required for decks, patios, paving, adding or subtracting outbuildings, removal of major natural growth, and fencing, as well as ornamental features such as foundations, gazebos, trellises, etc. See **Lakeside Rules & Regulations, Title 3** (in the Lakeside Property Owner's Directory), the **Compliance Matrix at Section 3.5** (for guidance on the responsibility and jurisdiction of both the HP-DRB and Lakeside Development Administrator), and **Appendix A** (for a list of representative changes that fall within the definition of Change and to which **Title 3** applies).

2. **Obtain an HP-DRB application packet** and the current **HP-DRB Deadlines and Meeting Dates** from the Historic Preservation and Design Review Board webpage at <https://lakesideohio.com> (click Community, then Communities, then Historic Preservation & Design Review Board) or stop by the Lakeside Association Administration Office located at 236 Walnut Ave.

3. **Engage** architects, contractors or other professional(s) needed to develop plans.

4. **Determine** if the project encroaches on Lakeside Right of Way (ROW) or deviates from setback requirements, see **Section 2.12 Lakeside Right of Way, Section 3.11 General Site Standards, and Section 3.11.5 Landscape and Paving Guidelines**. If applicable, **submit Request for Encroachment on Lakeside Right of Way (ROW) Form** and/or **Request for Variance Form**. Any structure or hard surface (concrete, pavers, etc.), which encroaches on the ROW and/or any construction that deviates from existing setback or other zoning or rule requirements must have MSC approval. The appropriate MSC form should be submitted with the HP-DRB Application for COA and will be reviewed by MSC prior to the HP-DRB Meeting, when possible.

5. **Prepare Application** and gather materials required for application: photos, floor plans, product literature or samples, site plan with square footage (as depicted in Danbury Township requirements), elevation plans, and neighbor notification letter. A **Project Detail Checklist** is attached to aid in application completion and to help prevent delays. See **Section 3.7 Certificate of Appropriateness (COA) – Application Requirements**.

6. **At least 30 days** prior to the **HP-DRB Meeting Date**, the applicant is to **notify all abutting Property Owners** of any project, including those whose properties abut across a street right-of-way. Please refer to the Neighbor Notification Diagram for two examples of those considered abutting Property Owners. Send a letter describing your project, including the nature and location of any planned alteration and the Neighbor Notification Response Form. The notification shall include a complete and final plan and complete and final site plan drawings. See the **HP-DRB Deadlines and Meeting Dates** for the Application Deadline, which is also the same deadline for mailing neighbor notifications (and allows for the 30 days neighbor notice).

7. **Neighbor notification** is to be made by Certified Mail with Return Receipt Postcard or another form evidencing delivery. For return address on Return Receipt Postcard, use: HP-DRB, Attn: [insert Applicant's last name], 236 Walnut Ave., Lakeside, OH 43440.

8. **Ensure that your application is complete** in its entirety (refer to **Project Detail Checklist**) and is received at the Lakeside Administration Office by the deadline of the meeting for which it is intended. The applicant shall furnish a photocopy of the Certified Mail Receipts or other proof of delivery to the HP-DRB, in the final packet. A delivery receipt indicating refusal of delivery or unclaimed mail is adequate notification under this section.

9. **Obtain and post all permits** that may be required by Lakeside Chautauqua, Danbury Township and Ottawa County (as applicable) on the premises, readily visible from the street.

IF YOU HAVE QUESTIONS, CONTACT HP-DRB AT: 419-798-4461 ext. 244 or designreview@lakesideohio.com

LAKESIDE RIGHT OF WAY REGULATION §2.12 and LANDSCAPE AND PAVING GUIDELINES §3.11.5

§2.12 Lakeside Right of Way

§2.12.1 The Association owns the right of way, paved and unpaved, at each street in front of each property in Lakeside, and that property has not been conveyed to Property Owners by their Lease. Property Owners have the non-exclusive right to use that right of way area, as do all other persons.

§2.12.2 Property Owners are granted the privilege, and encouraged, to install and maintain plantings (not including trees, which can be planted only with the prior written permission of the Association) on unimproved right of way between their property line and the street pavement. The Association may also install and maintain plantings in that right of way, with notice to the Property Owner.

§2.12.3 Permanent Structures and Hardscape in the Right of Way

§2.12.3.1 No permanent structure shall be placed within the right of way.

§2.12.3.2 Hardscape may be placed in the right of way only with the prior written permission of the Association, but generally only as necessary to access the primary entrance to a home, for stairs to the primary entrance, and for driveway access to on-property parking areas/garages. Hardscape for parking areas on the right of way is not considered necessary for purposes of this Rule.

§2.12.3.3 Hardscape in the right of way should be adequate to achieve the needed access, but minimized in coverage to accomplish the desired purpose and with design aesthetic a consideration. To that end:

§2.12.3.3.1 Walkways should be limited to five (5) feet maximum width;

§2.12.3.3.2 Driveways to a one (1) car garage should be limited to twelve (12) feet width; driveways to a two (2) car garage should be limited to twenty (20) feet width;

§2.12.3.3.3 All materials used for walkways and driveways must be pervious/permeable; and

§2.12.3.3.4 Stairways should be limited to need.

§2.12.3.4 Structures or Hardscape placed in the right of way without prior written approval of the Association are subject to removal at the expense of the Property Owner.

§2.12.4 Non-conforming Structures and Hardscape. The Association recognizes that structures and Hardscape have been placed on the right of way by Property Owners in the past. Those structures and Hardscape existing prior to August 20, 2016, are non-conforming, but may remain so long as they are maintained in accordance with these Rules. Such structures and Hardscape may not be enlarged, extended or replaced, however, without the prior written permission of the Association.

§2.12.5 Property Owners shall maintain the right of way area contiguous to their property in accordance with the requirements of these Rules, and shall take appropriate steps to make sure that tree limbs, shrubbery, or other obstructions do not encroach upon traffic rights-of-way, impede visibility at an intersection, or otherwise present a safety hazard. The Association reserves the right to trim plantings in the right of way to ensure visibility for intersections and safety.

§2.12.6 Neither the granting of the privilege to Property Owners to install and maintain plantings and Hardscapes, nor the existence of structures, plantings or Hardscape in the right of way contiguous to a Property Owner's property alters the ownership or lease status of that right of way area, as it remains in all events owned by the Association.

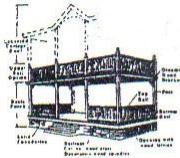
§3.11.5 Landscape and Paving Guidelines

§3.11.5.1 As set forth in **Section 2.12**, all Hardscape on or across Lakeside right-of-way areas must be Permeable and approved by the Association. Acceptable Permeable surfaces are gravel, grass paver systems or paver products that allow movement of stormwater through the surface to percolate to the soil below.

§3.11.5.2 Permeable materials are encouraged for all new and replacement areas of Hardscape within the property lines of a site. All pavers used for such purposes must be Pervious and their design and installation must comply with the standards for permeable pavers published by the Interlocking Concrete Pavement Institute, the Brick Industry Association, or the National Concrete Masonry Association.

§3.11.5.3 With the goal of reducing additional stormwater runoff as a result of new construction, a stormwater management system must be included in all submissions that address roof areas or impermeable paving areas. The stormwater management system may include drywells or connection to the existing stormwater drainage lines if available.

§3.11.5.4 Location of trees and plants must be included in submissions showing Relationships to adjacent buildings or properties. Location of new landscaping should consider views to the lake from adjacent properties to ensure clear views are maintained as much as possible.



HISTORIC PRESERVATION & DESIGN REVIEW BOARD

236 Walnut Avenue Lakeside, Ohio 43440-1463 (419) 798-4461 Email: designreview@lakesideohio.com Fax (419) 798-5033

APPLICATION # _____
Administrative Approval _____ (office use only)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Street Address of Property for Review _____ Block # _____ Lot(s) _____

Holders of Lakeside Lease:

Name _____

Lakeside Address _____

Home Address _____

Cell Phone _____ Home Phone _____

Email Address _____

(Please attach information for each leaseholder, if co-owned)

Architect, Contractor and other responsible persons for drawings:

Name Company Phone/fax/email

Name Company Phone/fax/email

(Attach additional list, if necessary)

Please list the names and contact phone number for all persons that will be attending the HP-DRB meeting at which this request will be considered so that we can confirm the date, time and location:

EXPLANATION OF PROPOSED WORK (attach additional sheets, if necessary):

DESCRIPTION OF WORK (check all that apply):

Rehabilitation of existing structure:

- Exterior Masonry
- Exterior Siding
- Roof, Gutters, Downspouts
- Chimney
- Doors
- Windows
- Porch or Stoop
- Cornice or Frieze
- Awning or Canopy
- Signs
- Foundation Enclosure
- Basement
- Other _____

Additions to buildings:

- Roof Structure
- Doors, Entries, Windows, Exterior Stairs
- Porch, Deck
- Handicapped Access
- Additional Rooms
- Other _____

Site Work or Landscaping:

- Fence or Wall
- Site Lighting
- Paving (walk, drive, patio) – **see 3.11.5**
- Other _____

Demolition:

If yes, please describe on page 1

New Structure:

- Commercial Building
- House
- Garage
- Outbuilding
- Foundation Plan
- Basement
- Other _____

NOTIFICATION OF NEIGHBORS: Please check the **HP-DRB Deadline & Meeting Calendar**.

At least **30 days** prior to consideration by the HP-DRB (same deadline as Application submission), the applicant shall notify **all** abutting Property Owners, including those whose properties abut across a street right-of-way, of the nature and location of any planned alteration. Please refer to the enclosed Neighbor Notification Diagram for two examples of those considered abutting Property Owners.

The notification shall include a property survey, plan drawing and a site plan drawing. The notification shall be made by email, certified mail or any other form evidencing delivery. The applicant shall furnish evidence that it has issued such notifications and provide certified mail receipts or other evidence of delivery to the HP-DRB. A delivery receipt indicating refusal of delivery or unclaimed mail is adequate notification under this section.

The HP-DRB will not consider applicants without documentation indicating that all abutting Property Owners have been sent the required documents **30 days** prior to the HP-DRB meeting date (see current calendar for deadline).

Please list the abutting Property Owners, their LAKESIDE address and their notification address.

NAME	LAKESIDE ADDRESS	NOTIFICATION ADDRESS

- Applicants should consult Title **3: Design, Construction, and Historic Preservation Regulations** and the **Section 2.12 Right of Way Regulations**.
- It is the responsibility of the applicant to obtain all necessary approvals and permits before work commences. Those may include **Danbury Township**, the Building Inspection Department of Ottawa County and the Ottawa County Sanitary Engineer after approval from HP-DRB.
- Please allow a **minimum** of two (2) months for this process.
- Once plans have been approved, applicants who wish or need to make changes, including any demolition, **must** contact HP-DRB to determine if COA changes need to be resubmitted to HP-DRB.
- The Certificate of Appropriateness (COA) expires 24 months from the date of issue.
- Please notify HP-DRB via email: designreview@lakesideohio.com once your project is complete.

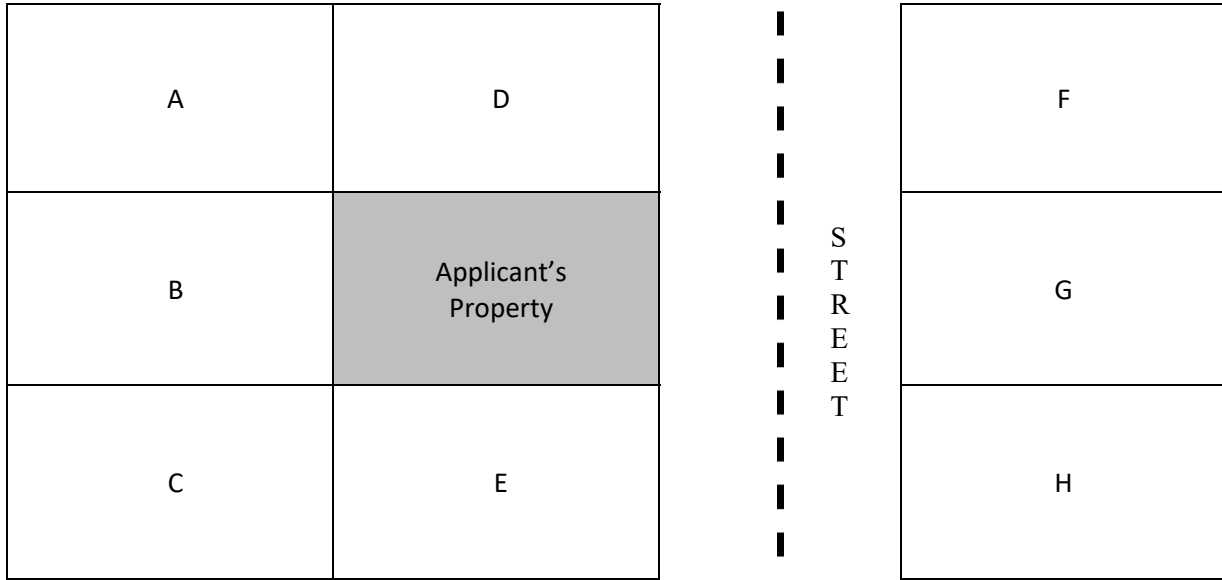
Signature of Applicant _____ Date _____

Lakeside Association Contact:

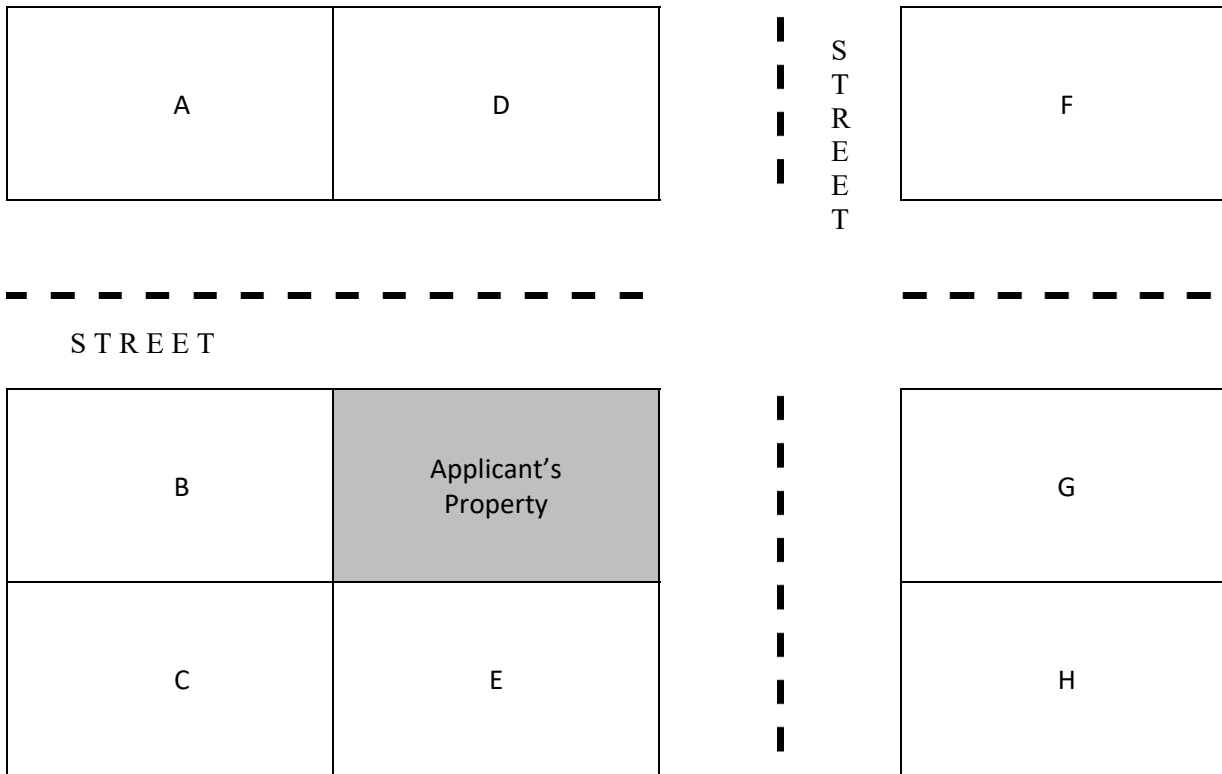
HP-DRB Secretary 419-798-4461 ext. 244 or designreview@lakesideohio.com

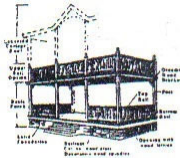
NEIGHBOR NOTIFICATION DIAGRAM
 (Indicate North on the appropriate diagram below)

Example 1 – Notifications must be sent to the Property Owners on Lots A-H



Example 2 – Notifications must be sent to the Property Owners on Lots A-H





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236 Walnut Avenue Lakeside, Ohio 43440-1463 (419) 798-4461 Email: designreview@lakesideohio.com Fax (419) 798-5033

COA/LAKESIDE PERMIT FEE SCHEDULE

Effective 9/4/2018

Please include this completed form with your application

Application fees have been established to help defray the administrative costs related to the process of obtaining a COA, administrative approval and the monitoring of approved projects. The fee also includes the Lakeside Progress Permit, which allows approved construction work to proceed.

NOTE: In most cases, Danbury Township and Ottawa County must also issue construction and building permits. Please review Lakeside Regulation **Title 3** for additional information.

1. NEW CONSTRUCTION AND REMODELING

This includes all projects that increase structural square footage, including accessory buildings.

FEE: **\$45** plus the number of new square feet x \$0.25

Example:

Total # of new square feet _____ x \$0.25 = _____

Then: **\$45 + new square feet fee = Total fee due upon application submission.**

2. PROJECTS THAT ALTER EXTERNAL FEATURES

This includes fencing, hardscape landscaping, structural and trim changes beyond normal maintenance.

FEE: **\$45** due upon application submission – includes COA and Progress Permit.

3. APPLICATION TO CONSIDER DEMOLITION

FEE: **\$100** due upon application submission. This fee is non-refundable.

Possible extra costs for Independent Expert consultation fees.

New Construction fees described above will apply to replacement structure.

Please make check payable to: **Lakeside Association**

LAKESIDE ASSOCIATION CONTRACTOR CONSTRUCTION RULES

Please refer to **Section 3.10** for additional Lakeside construction regulations at Lakesideohio.com, *click on Community, then Communities, then Historic Preservation & Design Review Board, and Lakeside Association Rules & Regulations.*

1. All permits must be secured and posted on the work site before work can begin.
2. Construction during Lakeside Season:
 - There shall be no exterior construction on residential units or hardscape landscaping during the Chautauqua season, other than emergency repairs or ongoing maintenance by Property Owners themselves.
3. Contractors should assume the last day of construction will be the **Thursday before the Memorial Day weekend**, unless notified otherwise.
4. Work cannot begin before **8:00 am** within the grounds. There will be no construction on Sundays.
5. Work site will be kept as clean as possible **daily**. A dumpster is to be on site for large projects and will be emptied immediately when full. Construction debris is not to be dumped in Lakeside dumpsters.
6. A Porta-John should be on site if facilities are needed. Porta-Johns must be maintained regularly.
7. Vehicle parking should not block streets. All vehicles will be parked in approved parking areas. No parking on other residents' properties without prior permission. Keep sidewalks clear during construction.
8. General OSHA safety guidelines and regulations should be followed on all work sites.
9. Use of foul language is not allowed at the work site. Please be aware that houses in Lakeside are very close together and that voices travel easily here. Respect all surrounding areas around the work site.
10. Contractor signs are permitted at the site **only** while work is being done. Signs **must** be removed when project is finished and are not allowed during the Chautauqua season. Lakeside Association reserves the right to remove any signs should we deem necessary.
11. If alterations are required or desired that would result in a visual change at any time after approval and receipt of the Certificate of Appropriateness (COA), these modifications **MUST** be re-submitted to the HP-DRB.
12. If contractor is not selected by the COA issue date, Property Owner's signature denotes agreement that contractor will adhere to Lakeside's Rules and Regulations.

We have read and understand the Rules and Regulations in **Title 3**.

Contractor Signature: _____

Property Owner Signature: _____

Lakeside Association Contact: HP-DRB Secretary 419-798-4461 ext. 244 or designreview@lakesideohio.com

HP-DRB PROJECT DETAIL CHECKLIST

Provide as many details as possible to prevent delays in the process. See the **Compliance Matrix** at **Section 3.5** for guidance on the responsibility and jurisdiction of both the HP-DRB and Lakeside Development Administrator. Be sure to include the following with your application:

- _____ If applicable, include the MSC Form for any deviations from setbacks or encroachment in the right of way; per **Section 2.12** and **Section 3.11** General Site Standards.
- _____ A written or typed summary of the Change(s) intended, the exact location of the property for which the certificate is requested, the complete name(s), address(es), email address(es) and telephone number(s) for all owners of the property, and the person or persons making the application.
- _____ Photograph(s) of existing building(s) subject to Change and of the adjacent structures on abutting lots.
- _____ A plan drawing of an addition/subtraction or new structure proposed for the site, preferably at one-eighth inch or one-fourth inch equals one-foot scale.
- _____ Site Plan showing the proposed Change(s), setbacks, location of silt fence during construction, including dimensions of property, setbacks, existing trees larger than four inches in diameter, driveways, and sidewalks. Site Plan shall be drawn at one-sixteenth inch to one-foot scale. A scale of one-inch equals 20-foot minimum is required (one-inch equals ten feet or one-eighth inch equals one foot is satisfactory).
- _____ Adequate drainage and/or dry wells provided and shown on Site Plan.
- _____ Tree report obtained from the Tree Advisory Committee, if any trees will be affected, including location of replacement trees on the Site/Landscape Plan; the Tree Committee will evaluate and advise for replacement. See **Section 3.7.1.1.12**.
- _____ When plans include the addition of roof area or hardscape, include a calculation of the Impervious Surface Ratio (ISR), see **Title 3**, page 3 definitions for ISR.
- _____ Foundation Plan; building cross-section including basement/crawl space.
- _____ Floor Plan - including square footage; if renovation, include the change in square footage as well.
- _____ Elevation Plans – Elevation Drawings of the existing building affected by the proposed Change, showing all changes. The same is required for a new, free-standing building. A color rendering may also be used. Submitted elevations must include a building cross section. For new free-standing structures, submissions must also include a street level drawing showing the proposed structure and adjacent dwellings. A defined point in the street in front of the structure will be the benchmark for measurements showing the level of 1) natural grade, 2) proposed grade, 3) top of the foundation, 4) top of the first floor, and 5) peak of the roof.
- _____ Location of any outdoor heat pump, A/C unit or generator; shown on drawings (please include specs re: decibel levels in dB or dBA).
- _____ As specified in **Section 3.11** - show all exterior Hardscape on the property.
- _____ Photocopy of letter sent to neighbors attaching Neighbor Notification Response Form
- _____ Photocopy of the certified mail receipts or proof of delivery, if notification was sent via email with read receipt activated. For certified mail, please use the following return address on the green return receipt postcards: **HP-DRB, Attn: [Applicant's name], 236 Walnut Ave., Lakeside, OH 43440**.
- _____ Product/Literature Samples (preferably an internet link, electronic file, or photo).
- _____ COA/Lakeside Permit Fee
- _____ Contractor Construction Rules Form signed by Contractor and Property Owner.

****PLEASE INCLUDE COMPLETED CHECKLIST WITH YOUR APPLICATION****

Regulations Governing Consideration and Review of Demolition in Lakeside

Lakeside is on the National Registry of Historic Districts. This designation recognizes an area's unique and important historic character, architectural character, and sense of place. Each Lakeside cottage and structure is part of that history and, as such, has historical importance. Preservation and modification of Lakeside buildings are addressed in Lakeside Regulations **Sections 3.6, 3.12 and 3.13**.

The creation of the Lakeside district recognized the unique situation within the property owned by the Lakeside Association and is designed to accommodate the mix of residential, recreational, educational, and commercial uses therein. The Lakeside Historic District is listed on the National Register of Historic Places. Aside from Danbury Township zoning regulations, other design regulations may be enforced by the Lakeside Association through its Historic Preservation and Design Review Board (HP-DRB). The HP-DRB is concerned with preserving Lakeside's historic character through such matters as design, texture and materials, exterior architectural features, and landscaping. Property Owners planning the construction, restoration, reconstruction, rehabilitation or razing of any buildings in Lakeside, must receive a certificate of appropriateness from the HP-DRB.

As a Historic District in the National Register of Historic Places the HP-DRB now and in all possible situations of construction, restoration, reconstruction, rehabilitation or razing (demolition) of any building in Lakeside be guided by the *STANDARDS OF GUIDANCE FOR REHABILITATING HISTORIC BUILDINGS ADOPTED BY THE SECRETARY OF INTERIOR NATIONAL PARK SERVICE AND STATED AS FOLLOWS:*

- 1. A property will be used as it was historically or be given a new use that requires minimal changes to its distinctive materials, features spaces, and spatial relationships.*
- 2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relations that characterize a property will be avoided.*
- 3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.*
- 4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.*
- 5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*
- 6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*
- 7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*
- 8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*
- 9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*
- 10. New additions and adjacent or related new construction and new buildings will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment is not impaired.*

While maintenance and improvement are encouraged and alteration is very possible, Demolition of a Lakeside structure is considered with very great reluctance.

Requests for demolition are reviewed by the Lakeside Historic Preservation and Design Review Board in accordance with Lakeside Regulation **Section 3.6**.

§3.6.1 *Generally, the HP-DRB seeks alternatives to demolition, particularly with respect to Contributing Structures.*

§3.6.2 *The HP-DRB has a maximum period of six months from the date an application for demolition of part or all of an existing structure is received to determine and receive community input on the application, to schedule and hold public hearings on the application, and to allow the assessment by the HP-DRB of the historical merit of the building and its relation to surrounding properties and to the Historic District. At the time the demolition permit is applied for, a rebuild plan (a proposed plan for a new structure) must be in place. Upon submission of application for demolition, the applicant shall prominently post a copy of the application at the building and maintain said posting until the application is approved or denied by the HP-DRB.*

§3.6.3 *The HP-DRB or Lakeside Development Administrator may require an Investigative Demolition prior to the applicant seeking a demolition permit to determine the construction methodology, structural soundness, mechanical systems, or internal attributes of a structure. The Lakeside Development Administrator shall approve all Investigative Demolitions prior to such work being performed.*

DEMOLITION WORKSHEET

This worksheet must accompany all requests for total demolition

NAME _____ DATE OF APPLICATION _____

Demolition is defined as the act of demolishing or removing, except for maintenance as described in **Section 2.11** and the **Compliance Matrix at Section 3.5**, (a) 50% or more of the roof area as measured in Plan view (the appearance as seen from above), or (b) 50% or more of the exterior walls of a building as measured contiguously around the building, or (c) any exterior facade facing a street, park or lake front. **In order to protect the historic character of Lakeside, the demolition of a structure shall only be permitted in the rarest of circumstances.**

_____ Has the history of the property and structure been researched? Brief background information:

_____ Has the structure been damaged from fire, flood, or natural causes?

_____ Is structural damage a result of owner neglect?

_____ Has the structure been condemned by a local governmental authority?

_____ Has the structure been declared uninsurable by a bank or insurance company as a result of its condition?

_____ Has the applicant sent all Property Owners, both abutting and across the street, a copy of the application?

Please attach supporting paperwork.

* * *

FOR HP-DRB USE:

_____ Applicant has posted the Lakeside-approved demolition signage prominently in front of the structure. Signage is to be posted until COA issues.

_____ The property is listed as a "demolition-request" on the Lakeside Chautauqua website (30 days).

_____ Community input?

Request for Encroachment on Lakeside Right of Way (ROW)

Encroachment on Lakeside ROW, including any structure or hardscape, requires approval by the Municipal Services Committee (MSC) of the Board of Directors as well as HP-DRB; per

§2.12.3 Permanent Structures and Hardscape in the Right of Way; see also: §3.11.5.1.

This completed form should be submitted with the HP-DRB Application for COA and will be reviewed by MSC prior to the HP-DRB meeting when possible. Approved MSC Form must be “in-hand” prior to the start of construction.

Owner(s): _____

Phone/email: _____

Lakeside Address: _____

Description of encroachment (Attach drawing with exact measurements and all property lines/structures shown; photos of the property are strongly encouraged.): _____

Materials Proposed (Any pavement/pavers must be certified permeable, per **Section 3.11.5**. The manufacturer and specific model are required. Visual aid/brochures are encouraged.): _____

Proposed use (If related to parking, you will also need to submit a Parking request.): _____

Explanation of need: _____

MSC Member/ Staff Review/ Recommendation: _____

MSC Action: Approved: _____ Disapproved: _____

Approved with modification: _____

Please be aware that the approval of an encroachment by this committee in no way implies or indicates a change in the ownership of Lakeside’s property. Encroachment beyond what was approved will be subject to removal at the expense of the party responsible for the encroachment (**§2.12.3.4**). When considering permanent improvements, note that Lakeside reserves the right to alter the use of the ROW at any time in the future, without compensation for encroaching structures.

_____ Date: _____

Chair, Municipal Services Committee, Lakeside Board of Directors

Or: Lakeside Development Administrator

Request for Variance
for Lakeside setback variances or support for Danbury Township zoning variances

Construction in Lakeside Chautauqua that deviates from existing setback requirements requires approval by the Municipal Services Committee (MSC) of the Lakeside Association Board of Directors, see

Title §2.2.2.4 To notify the Association of any request for a **property variance**, split, or subdivision

This completed form should be submitted with the HP-DRB Application for COA and will be reviewed by MSC prior to the HP-DRB meeting when possible. After this process is complete, the leaseholder will then need to appeal to the Danbury Township Board of Zoning Appeals (BZA) for final approval (other than for setbacks). Approval by MSC and Danbury Township must be "in-hand" prior to the start of construction.

Owner(s): _____

Phone/email: _____

Lakeside Address: _____

Description of request (include a survey showing the existing lot lines with the proposed change (required), as well as any drawings or photos which might enlighten the committee):

Explanation of need: _____

MSC Member/Staff Review/Recommendation: _____

MSC Action: Approved: _____ Disapproved: _____

Approved with modification: _____

Approval does not ensure that Danbury BZA will approve, but Lakeside's approval may be used in support of your request, if desired.

_____ Date: _____

Chair, Municipal Services Committee, Lakeside Board of Directors