



# Blackhawk Estates

Post Office Box 1694  
Lake Ozark, Missouri 65049

[blackhawkestates@yahoo.com](mailto:blackhawkestates@yahoo.com)

## Building Permit Guidelines

The applicant shall submit a Building Permit Application to the Board of Trustees. The original application with any attachments is to be submitted to the Board of Trustees, and at least one copy including all attachments shall be submitted to a member of the Architectural Review Committee (ARC). Additional copies for members of the Board and ARC may facilitate a more prompt review, although additional copies of any bulky documents that may be expensive to reproduce is not encouraged.

The Application shall address the following items where applicable:

1. Survey. Submit a survey, prepared by a registered land surveyor which shall indicate the following:
  - a. Property boundaries and dimensions.
  - b. Existing facilities and utilities, if any.
  - c. Proposed facilities and utilities.
  - d. Dimensioned "setbacks" from property lines
  - e. Type, size and location of sewage system.
  - f. Existing storm water drainage patterns and any modification thereto.
  - g. Landscape plan, including the identification of existing trees greater than 6" in diameter that will be affected by the proposed activity and any proposed removal of such trees.

NOTE: Above information other than the boundary survey and may be shown on a plat or site plan prepared by a Registered Architect, Surveyor or Professional Engineer.

2. Construction Plans. Submit legible, dimensioned, drawings which shall indicate the following:
  - a. Foundation plan
  - b. Floor plan(s) (all levels) with area calculations.
  - c. Exterior elevations (all sides) identifying materials and finish colors.



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3. Proof of Insurance. The owner must agree in the application to ensure that all contractors will be required to have a proof of insurance on file with the Board prior to commencing work on the project.
4. Additional Permits. The owner must agree in the application to promptly submit a copy of all required permits obtained from Camden County Planning and Zoning, Lake Ozark Fire Protection District, and Camden County Waste Water. Deviations in the permitted activity, if any, from any plans approved by the Board must be noted when the copies are provided to the Board. Any deviation between plans approved by the Board and a permit shall render any prior Board approvals of the project null and void. A modification to the initial application will be considered a new application. To the extent possible in the discretion of the Board, minor modifications will be afforded expedited review if requested.
5. Footing Inspection. The owner must agree in the application to have the property boundaries marked by a registered surveyor and the locations of the footings and foundations staked or string lined according to Permitted plan. Immediately before such footings and foundations are installed the locations must be verified either (i) by the surveyor with a copy of the verification provided by the Board or (ii) by a member of the Board and approval in writing by such Board member. Construction shall not proceed without this approval. Absent this approval the Board reserves the right to require removal or adjustment to comply with the Permitted plans.
6. The owner must agree in the application to abide by the tree removal provisions of the Indenture and the particular approved plans for tree removal. Clear cutting of lots is not permissible under any circumstance.
7. Water Connection. The owner must agree to provide a water shut off valve and valve box in a conveniently accessible location. The valve and box must be of a type acceptable to the Board.
8. Small Project Insurance. For additions or improvements or changes to the appearance of existing structures or landscaping to existing structures with a project value less than or equal to \$25,000, there shall be either: (i) a check made out to the Board of Trustees in the amount equal to \$500, to be held as a surety against damages to common area drainage, roadways and utilities caused by the proposed construction, or (ii) an insurance policy of \$1,000 for the same purposed with the Board as a designated beneficiary (provided that a copy of the policy must be reviewed by the Board and found to be acceptable). (This item will not be



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applicable for do-it-yourself project that will not in any time bring a third-party contractor into the subdivision.) The deposit will be promptly refunded after the Board is notified of the completion of the project subject to a Board determination that there has been no damage to the subdivision.

9. Large Project Insurance. For all new construction and additions or improvements and landscaping with a value in excess of \$25,000, there are two requirements: (i) First, there must be performance bond to ensure the timely completion of structures, improvements and landscaping according to the approved plans. The Board of Trustees is to be the designated beneficiary and the amount shall be 15% of the estimated cost of the structures, improvements, and landscaping. (ii) Second, there must be a cash deposit or an insurance policy to protect the subdivision against the possibility of damage to roads and common areas. The amount shall be 5% of the estimated cost of the project, but not less than \$1,250 and not more than \$25,000. The deposit will be promptly refunded after the Board is notified of the completion of the project, subject to a Board determination that there has been no damage to the subdivision. In the event there has been damage, the Board will return any amounts not needed for repair, but will retain an amount necessary to ensure completion of the repair. Any deposit money not used in the repair will be promptly refunded upon completion of the repair.
10. Assessments. No permit application will be considered if there are delinquent annual or special assessments of any kind, including interest charges and legal expenses incurred for related collection activities, if any.
11. Time Schedule. The application must provide the planned schedule for the permitted activity.



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ARC usage only Application #: _____
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## Building Permit Application

Owner: \_\_\_\_\_

Project Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Project Description (attach additional sheet if necessary):

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Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Certificate of Liability Insurance Attached: Y/N \_\_\_\_\_

Will project require a new footing and/foundation? Y/N \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Property boundaries and dimensions        | <input type="checkbox"/> Existing facilities and utilities, if any                           |
| <input type="checkbox"/> Proposed facilities and utilities         | <input type="checkbox"/> Dimensioned "setbacks" from property lines                          |
| <input type="checkbox"/> Landscape plan                            | <input type="checkbox"/> Existing storm water drainage patterns and any modification thereto |
| <input type="checkbox"/> Type, size, and location of sewage system |  |

Does project require a Camden County Building Permit? Y/N \_\_\_\_\_

Foundation Plan     Electrical Plan     Septic Plan     Site Plan \_\_\_\_\_

Cost of Project: \_\_\_\_\_

Other Submissions:

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Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_



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## Building Permit Application Personal Responsibility and Waiver of Liability

By completing and signing this application, property owners agree to the following:

- The Architectural Review Committee reserves the right to request more information to clarify this application and approval by the ARC does not in any way guarantee approvals by the County or other local permitting jurisdictions.
- Owner agrees to comply with all applicable codes and regulations, and approval of this project by the ARC does not waive these requirements. If you are in doubt about whether you need permits from Camden County, you should contact Camden County Planning and Zoning and/or Camden County Waste Water (<https://www.camdenmo.org/departments/> )
- Owner is responsible for all damages to Blackhawk property (roads, landscaping, infrastructure, etc.) and damage to other resident's property as a result of actions by your contractor and their sub-contractors. You should ask you contractor for a Certificate of Liability Insurance.
- The ARC is required to refund any posted damage deposit(s) to the owner of said property at the time of refund, no matter who posted this damage deposit at the onset of this project. Releasing these posted funds to anyone other than the owner of record will require prior written authorization of said owner of record.
- Commencing prior to proper approval of this Application is not in accordance with Blackhawk Estates Indentures and/or Rules & Regulations and may result in Violations and/or Fines.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing this application, I certify that I am fully aware of the rules and regulations of the Blackhawk Homeowner's Association and that I have read the Building Permit Guidelines and Article IV of the AMENDED AND RESTATED BLACKHAWK ESTATES NO. 1 BYLAWS AND INDENTURE and that this application is a true and accurate representation of my intent.



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Please submit with attachments to any Blackhawk Estates Trustee or e-mail (if possible) to [blackhawkestates@yahoo.com](mailto:blackhawkestates@yahoo.com) . After review by the Architectural Committee, you may be requested to provide additional information and you may be asked to provide a check made out to the Board of Trustees in the amount as specified in the **Blackhawk Estates Building Permit Guidelines** to be held as a surety against damage to common area drainage, roadways and utilities caused by the proposed construction.

If your project has not been responded to within 45 days your project is approved by default.