

**BUILDING PERMIT**  
**Sylvan Shores P.O.A.**  
**Office 218-894-1065**

**Sylvan Shores Permit Fee Required (\$50 house or garage, \$25 deck, \$25 boat house, \$25 other)**

**This form is to be reviewed and signed by both the General Contractor, if used, and the owner. Please return the forms to the Sylvan Shores Office or the Architectural Control Committee with the completed building permit application for approval by the committee members.**

**GENERAL INFORMATION:** New Construction only of Houses, Garages, Boathouses, Modular Homes, and Carports. This document is based on the "September 1979 supplement to Sylvan Shores Restrictive Covenants" as renewed on November 4, 1993.

1. The owner will be responsible for the removal of any scrap or debris intentionally or accidentally placed on any adjacent lot(s) or lot(s) across the road including the cost of repair or damage to the lot(s). If not removed by the builder or the Contractor, the fee for removing and disposing of will be billed to the owner.
2. Construction materials MUST NOT be stored on the lot until a Sylvan Shores Building Permit has been approved, and the construction is ready to begin.
3. Debris as a result of ongoing construction must be cleaned up on a regular schedule and disposed of at the Browerville Transfer Station or any other legal dumping station.
4. Sylvan Shores is classified by Todd County as a "Recreation Development Limited" (RDL) property and the minimum buildable lot size is 15,000 square feet.
5. Traditional stick built (on site) homes and Modular homes can be built in any of the eight sub-divisions of Sylvan Shores; Sylvan Shores #1, Sylvan Shores Villa, Prairie River Heights, Fawn Lake Meadows, Pine Island Heights, Sylvan Shores South, Little Pine Shores, and Timber Ridge.
6. Mobile homes (as they were called prior to June 15, 1976) and Manufactured homes (as they are now called after June 15, 1976) may be built in Sylvan Shores Villa or Timber Ridge as long as they are 480 square feet or larger. The 480 square foot minimum is specified in the "September 1979 supplement to Sylvan Shores Restrictive Covenants". On a case by case basis the Architectural Committee **may** make an exception, with a majority approval by the Board of Directors, and allow a Manufactured Home in any of the eight sub-divisions of Sylvan Shores.
7. Please Request Supplement 1 and Supplement 2 from the SSPOA office for information and Frequently Asked Questions on Manufactured Homes and Modular Homes.

**REQUIREMENTS**

1. The property owner must obtain a Todd County septic permit, and a building permit before construction begins. Copies of such permits shall be provided by the owner to SSPOA. The Septic design must be prepared by a licensed contractor before the septic permit will be issued by Todd County. A well permit from the MN Dept. of Health is generally obtained by a licensed contractor who must follow State of Minnesota Statutes and Rules. A state electrical inspection permit must also be obtained. On any additions or remodeling the County also requires a septic inspection if the last inspection has been more than 5 years. A building permit from Sylvan Shores is also needed before construction is to begin on any project. (Contact Todd County Planning and Zoning Office, Courthouse, Long Prairie, MN 56347 Tele # 320-732-4420).
2. The owner shall have all property corners on the Lot(s) located and marked (flags or stakes), and notify SSPOA when completed. Sylvan Shores recommends that you hire a licensed surveyor. However, the property owner may locate the property corners themselves. The Architectural Control Committee assumes no responsibility for location of property boundaries.

**(Revised 8/17/2016, Board Approved 05/12/2016)**

3. The owner or contractor must ensure that buildings or structures are located on the property as shown on the site plan meeting all Todd County setbacks. Permit approval by the Architectural Control Committee does not imply responsibility for the actual location of the buildings or structures.
4. The color and material of all structures, i.e. garage, carport, or boathouse must be in harmony with the house. The garage **may be a tuck under or may be attached or detached from the house.**
5. **The Architectural Control** Committee or the Board of Directors have 30 days to approve or disapprove such building design and location after said plans and specifications have been submitted to it, “or in any event, if no suit to enjoin the addition, alteration or change has been commenced prior to the completion thereof, approval will not be required and the permit will be deemed to be approved.”<sup>1</sup> The permit shall be signed **and** dated by the SSPOA office when received and this date begins the 30 day permit review process by The Architectural Control Committee or the Board of Directors. (Note 1: Text within quotation marks comes from the SSPOA Covenants, Article VI.)
6. Any changes to the building plans after the permit was approved must be resubmitted to the Architectural Control Committee. The committee will have 30 days to review and approve the changes from the date the changes were submitted to committee. The 30 day clock to review the changes starts when the revised permit is turned into the SSPOA office and is signed and dated.
7. No trailer, mobile home or similar type structure, basement, tent, shack, garage, barn or other outbuilding at any time be used as a residence, temporarily or permanently, nor shall any structure of a temporary character or any building be used as a residence while in the process of construction. Camping or temporary living use is not allowed on your property while the residence is under construction.
8. Every residence shall have not less than 600 square feet of enclosed living space exclusive of porches, breezeways, carports, patios, pool areas, garages and other accessory uses. There is an exception for mobile homes in Sylvan Shores Villa or Timber Ridge only, which is 480 sq. feet per “September 1979 supplement to Sylvan Shores Restrictive Covenants” as renewed on November 4, 1993.
9. No building, including, but not limited to, storage shed, boat house or garage, of any kind is allowed on a vacant lot that does not have a residence on it.
10. Please Request Supplement 1 and Supplement 2 from the SSPOA office for information on Manufactured Homes and Modular Homes. Supplement 1 contains information regarding foundation requirements for a Manufactured or Modular Home.
11. A residence, garage, carport, and boat house must be 100% finished on the outside within one (1) year from the start of construction (ref. Covenants Art. VII sec. 1. A detached garage, carport, or boathouse can be built at the same time as the residence, or may be built after the residence was built.
12. The final electrical inspection approval will determine completion of a residence and when occupancy may begin. (References: Minnesota Administrative Rules 1315.0200; MN Rules 3801.3780; and the 2014 edition of the National Electrical Code (NEC) as approved by the American National Standards Institute (ANSI/NFPA 70-2014).
13. The construction or improvement must comply with the plans submitted to SSPOA. Your lot and structure may be subject to periodic inspections by any Architectural Committee member or Board member at any time. (Reference: By-Laws Article IX, Section 1(F)(vi))
14. Up to a \$5000 fine may be assessed if construction is started without a permit from Sylvan Shores. The Sylvan Shores architectural committee will also notify Todd County if any construction begins without a permit from Todd County. The Board of Directors will determine the amount of the fine to be assessed. A lien in the amount of the fine that was assessed by the board may be filed by Sylvan Shores to collect unpaid fines.
15. The Sylvan Shores permit is valid for one (1) year after the date of issuance. After the permit is approved by Sylvan Shores, you have one year to complete the exterior of the building from the date that construction commenced. If the exterior of the building is not complete within said one (1) year period you must renew the Sylvan Shores Permit by resubmitting the “Building Permit Application” (signed and dated) to the Architectural Committee. A renewal fee of \$50.00 is required (\$50.00 or \$25.00 depending on the structure being built); the new permit is valid for one (1) year once the renewed permit has been approved. All permits shall be displayed on the outside of the building and protected from the elements in plastic.

**RECOMMENDATIONS:**

1. For the owner to require a bond or certified financial statement from the contractor if you are not personally familiar with your contractor.
2. For the owner to have insurance coverage on your building project.

I have read the above General Information and Requirements (page 1 and 2) and hereby acknowledge that the requirements above will be complied with.

The owner and the contractor (if one is used) shall sign this page.

Owner: \_\_\_\_\_ AND/OR Contractor: \_\_\_\_\_

Received by SSPOA office:

Office Signature \_\_\_\_\_ Date: \_\_\_\_\_ SSPOA office also signs on page 6)

**Revised Permit resubmitted** and Received by SSPOA office:

Office Signature \_\_\_\_\_ Date: \_\_\_\_\_ SSPOA office also sign on page 6)

**Renewed Permit resubmitted** and Received by SSPOA office:

Office Signature \_\_\_\_\_ Date: \_\_\_\_\_ SSPOA office also sign on page 6)

**SYLVAN SHORES PROPERTY OWNERS ASSOCIATION**

**ARCHITECTURAL CONTROL COMMITTEE**

**CHECKLIST FOR ALL BUILDINGS**

**1. Site Plan drawings:**

- \_\_\_\_\_ a. Required scale: A usable scale which will allow the plan to fit on an 8.5 by 11 inch sheet of graph paper. (i.e. ¼ inch = one foot)
- \_\_\_\_\_ b. Show basic house line, plus porches, decks, carports, and garages.
- \_\_\_\_\_ c. Building setback distances are; from county or Township roads right of way 20 feet, from rear lot line 20 feet, or if on a lake 100 feet setback from OHWL, and from side lot lines 10 feet. **Note**, a typical county road right of way is 66 feet, which requires a 20 foot setback, but if the county road right of way is less than 66 feet, the setback required is 35 feet. For example, on a 66 foot county road right of way, the right of way is 33 feet on either side of the county road center line, and your setback is 20 feet from that 33 foot line. (OHWL = “Ordinary High Water Level”)
- \_\_\_\_\_ d. Show location and details of septic tank, drain field and water supply.
- \_\_\_\_\_ e. Designate the building view facing the road.
- \_\_\_\_\_ f. Show the driveway and culvert location. (If culvert necessary, obtain from Township)
- \_\_\_\_\_ g. Show location of LP gas line or oil tank. (If applicable)
- \_\_\_\_\_ h. Show location of a fence or retaining wall.

**2. Building Plans shall show the following details:**

- \_\_\_\_\_ a. The four elevations must be shown at 1/8” or ¼” scale.
- \_\_\_\_\_ b. Must show roof pitch.
- \_\_\_\_\_ c. Must show footing size and depth below grade (footing to be below the frost line, required depth is 5 feet).
- \_\_\_\_\_ d. Must show all porch and/or deck piers and depth at 1/8” or ¼” scale.
- \_\_\_\_\_ e. Must show all chimneys and spark arrestors.
- \_\_\_\_\_ f. Floor plans must show all interior and exterior wall dimensions at 1/8” or ¼” scale.
- \_\_\_\_\_ g. Basement or Foundation plans must show all dimensions and material to be used at 1/8” or ¼” scale
- \_\_\_\_\_ h. Specify foundation type (crawl space, slab, full basement) and materials. (Show with wall section ½” or 1” scale.)
- \_\_\_\_\_ i. Specify exterior building materials. (Show on wall section.)
- \_\_\_\_\_ j. Specify type and color of roofing materials. (Show on roof section.)
- \_\_\_\_\_ k. Specify treatment of exterior wood and/or blocks. (Show on wall section.)
- \_\_\_\_\_ l. Specify gas, electric, oil or wood heat.
- \_\_\_\_\_ m. New buildings that will have floor spans 22 feet or greater require 2x6 wall studs.

**3. Lot Lines:**

- \_\_\_\_\_ a. Indicate who located lot corners: location by owner \_\_\_\_\_ or licensed surveyor \_\_\_\_\_. **indicate one (mark with an X).**
- \_\_\_\_\_ b. All set-backs must meet Todd County, Township, and Sylvan Shores requirements.

**(Revised 8/17/2016, Board Approved 05/12/2016)**

**COMPLETE THE ATTACHED BUILDING PERMIT APPLICATION ON THE FOLLOWING PAGES 6-10.**

**For your information:**

The required Todd County set back distances **may be** attached with the application, if not attached they can be found on the Todd County web site (click on the link below, or copy and paste into your web browser).

Sylvan Shores is classified by Todd county as “RDL Sylvan Shores”.

See the Todd County web site for additional information, if you view this document on your computer you may hold down the “ctrl” key and then click on the following link.;

[http://www.co.todd.mn.us/sites/default/files/env\\_land\\_resources/Shoreland%20District%20Zoning%2020130214.pdf](http://www.co.todd.mn.us/sites/default/files/env_land_resources/Shoreland%20District%20Zoning%2020130214.pdf)

**SYLVAN SHORES PROPERTY OWNERS ASSOCIATION  
BUILDING PERMIT APPLICATION  
(Please Print)**

**Sylvan Shores Building Permit Fee is required, (\$50 house or garage, \$25 deck, \$25 boat house, \$25 other)  
Attention: Copies of All State and Todd County Permits that are applicable shall be included in the application,  
(i.e. Building permit, Septic System permit, State Well permit, State Electrical permit.)**

Applicant: \_\_\_\_\_  
(Property Owner, Last Name) (First Name)

Number of Members in Household: \_\_\_\_\_ (Single Family Dwellings only)

Building Location: \_\_\_\_\_  
House # & Street Name Lot/s # Block # Sub-Division Name

Present Address: \_\_\_\_\_  
Street City State & Zip code

Home phone #: \_\_\_\_\_ Office phone #: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**I hereby agree to follow all State, County, Township, and Association codes as applied to the building site and plans.**

FEE's: \$50.00 or \$25.00 depending of structure being built. \_\_\_Cash \_\_\_Credit Card \_\_\_Check#\_\_\_\_\_

The fine for not getting a Sylvan Shores Building Permit is up to \$5000. If not paid the \$5000 fine would become a lien against your property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Revised Permit resubmitted** and Received by SSPOA office.

Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Renewed Permit resubmitted** and Received by SSPOA office.

Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPOSED STRUCTURE/PROJECT (check all that apply)**

**Dwelling Structure:**

- New Home (maximum 2 ½ stories high)  
     \_\_\_\_\_ Stick Built \_\_\_\_\_ Wood Frame Modular Home
- Expansion to Existing Home
- Mobile Home (as called prior to June 15, 1976) (valued at \$20k or more and must have pictures of the mobile-home).
- Manufactured Home (new Federal HUD code in effect since June 15, 1976).

**NOTE:** Mobile homes or Manufactured Home are only allowed in Sylvan Shores Villa or Timber Ridge, not less than 480 sq. ft., they must be skirted if not set on a foundation, ie: slab, crawl space, or basement.)

**NOTE:** On a case by case basis the Architectural Committee **may** make an exception, with a majority approval by the Board of Directors, and allow a Double Wide Manufactured Home (or larger if it fits on your property) in any of the eight sub-divisions of Sylvan Shores.

**NOTE:** This document is based on the “September 1979 supplement to Sylvan Shores Restrictive Covenants” as renewed on November 4, 1993.

- Other \_\_\_\_\_

**Accessory Structure:**

- Garage: \_\_\_\_\_ Attached, \_\_\_\_\_ Detached (max 18 feet high), \_\_\_\_\_ Tuck under
- Deck: \_\_\_\_\_ Open, \_\_\_\_\_ Enclosed/Screened
- Carport: \_\_\_\_\_ Attached, \_\_\_\_\_ Detached
- Addition to Existing Accessory Structure
- Boathouse/Water-oriented Accessory Structure (max 250 sq. ft., max height 10 ft.)
- Fence or retaining wall.
- Other \_\_\_\_\_

**Lot Dimensions:**

Length: side 1 \_\_\_\_\_ side 2 \_\_\_\_\_ (average =        )  
 Width: front \_\_\_\_\_ back \_\_\_\_\_ (average =        )  
 Area: Length x Width \_\_\_\_\_

Note: When computing area, if the sides are different lengths use the average, same for front and back.

Note: Sylvan Shores is classified by Todd County as a “Recreation Development Limited (RDL) property and **the minimum buildable lot size is 15,000 square feet.**

**Per Todd County Standards:** the maximum (TOTAL) impervious surface area allowed on the entire lot is 25% (includes driveway and patios), 15% of the lot coverage may be by a residence, garage, deck, and other roofed or enclosed buildings.

Calculate **the TOTAL impervious surface area** of your lot allowed per Todd County:

Lot area \_\_\_\_\_ x 25% = \_\_\_\_\_

Calculate the impervious surface area allowed on your lot per Todd County that is covered by a residence, garage, decks, and other roofed or enclosed buildings (not including driveways and patios):

Lot area \_\_\_\_\_ x 15% = \_\_\_\_\_

**(Revised 8/17/2016, Board Approved 05/12/2016)**

**HOUSE: May be on- site stick built or modular (Called a Dwelling on Todd County Permit)**

- Refer to the Sylvan Shores Covenants, Article VII regarding “Building And Use Limitations”, 600 square feet minimum.
- Whether the property owner or a contractor is building the house, **a complete set of building plans** is needed as required in the Sylvan Shores checklist.
- A site plan is also needed to scale, example ¼” = 1 foot or scale that will fit on paper.
- **\$50.00** Sylvan Shores Building Permit; Check # \_\_\_\_\_ Date \_\_\_\_\_
- Todd County Building Permit Number \_\_\_\_\_ Date \_\_\_\_\_
- Todd County Septic System Permit Number \_\_\_\_\_ Date \_\_\_\_\_
- State Well Permit Number \_\_\_\_\_ Date \_\_\_\_\_
- State Electrical Wiring Permit Number \_\_\_\_\_ Date \_\_\_\_\_

**DETACHED GARAGE/CARPORT: (If not built with house) (Accessory Structure on Todd County permit)**

- A site plan to scale, example ¼” = 1 foot or scale that will fit on paper.
- Show house on plot plan and garage or Carport.
- **A complete set of plans is needed** – use checklist.
- Garage/Carport exterior material and color must be in harmony with the house.
- Carport may be attached or detached from house, color must be in harmony with the house.
- **\$50.00** Sylvan Shores Building Permit Check # \_\_\_\_\_ Date \_\_\_\_\_
- Todd County Building Permit Number \_\_\_\_\_ Date \_\_\_\_\_
- State Electrical Wiring Permit Number \_\_\_\_\_ Date \_\_\_\_\_
- Not permitted before completion of house.
- Minimum 250 square feet, NO maximum. But the size or your garage will need to fit on your lot and not exceed the maximum 15% impervious roofed area allowed by Todd County for “Accessory Structures” (reference; Todd County Land Use Permit Application Form.)

**DECK (Accessory Structure on Todd County permit)**

- A site plan to scale, example ¼” = 1 foot or scale that will fit on paper.
- **\$25.00** Sylvan Shores Building Permit Check # \_\_\_\_\_ Date \_\_\_\_\_
- Todd County Building Permit Number \_\_\_\_\_ Date \_\_\_\_\_
- **Building plans** with material list must be included.

**Boat House (Water- oriented Accessory Structure on Todd County permit)**

- Ready built- Show picture if ready built.
- If you are building boat house a completed set of plans per checklist is needed.
- **Building plans** with material list must be included.
- Exterior material and color must be in harmony with the house.
- A site plan is also needed to scale, example ¼” = 1 foot or scale that will fit on paper.
- The setback from the OHWL per Todd County is only 50 feet.
- Maximum of 250 square feet, max height 10 feet.
- **\$25.00** Sylvan Shores Building Permit Check # \_\_\_\_\_ Date \_\_\_\_\_
- Todd County Building Permit Number \_\_\_\_\_ Date \_\_\_\_\_

**(Revised 8/17/2016, Board Approved 05/12/2016)**



**Other- fence, retaining wall, OR any other structure not covered elsewhere in the previous sections.**

- A site plan is needed to scale, example ¼” = 1 foot or scale that will fit on paper.
- **\$25.00** Sylvan Shores Building Permit Check # \_\_\_\_\_ Date \_\_\_\_\_
- **Building plans** and/or description of work with material list must be included.
- Todd County Building Permit Number \_\_\_\_\_ Date \_\_\_\_\_
- OTHER structure not covered elsewhere in this application: \_\_\_\_\_

**Mobile Home (as called prior to June 15, 1976 or Manufactured Home (as called after June 15, 1976**

- **Building plans** (or Dealer drawings/ floor plan) as appropriate for a Mobile or Manufactured Home with pictures must be included.
- Details of foundation type as appropriate for a Mobile Home or Manufactured home (i.e.: on a slab, crawl space or full basement).

Please Request Supplement 1 and Supplement 2 from the SSPOA office for information on Manufactured Homes and Modular Homes. Supplement 1 contains information regarding foundation requirements for a Manufactured or Modular Home.

- Refer to the Sylvan Shores Covenants, 480 square feet minimum for a Mobile (Manufactured Home). (This document is based on the “September 1979 supplement to Sylvan Shores Restrictive Covenants” as renewed on November 4, 1993).
- A site plan is also needed to scale, example ¼” = 1 foot or scale that will fit on paper.
- **\$50.00** Sylvan Shores Building Permit; Check # \_\_\_\_\_ Date \_\_\_\_\_
- Todd County Building Permit Number \_\_\_\_\_ Date \_\_\_\_\_
- Todd County Septic System Permit Number \_\_\_\_\_ Date \_\_\_\_\_
- State Well Permit Number \_\_\_\_\_ Date \_\_\_\_\_
- State Electrical Wiring Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Please use the attached graph paper for your site drawing, unless you have a blue print. Show location of septic, well and all other buildings on the site plan drawing.

**Acceptable Building plan drawing shall be done with enough detail for the Architectural Committee to be able to make an informed decision on your permit. For example, Cad Drawings from a home computer program, blue prints from an architect, drawings provided from a lumber yard, or plans purchased from big box stores, may be sufficient. Sketches on a piece of paper even if basic information is given will not be acceptable and will likely not provide the detail needed for the committee to approve your permit.**

**MN Statutes require final electrical inspection before occupancy. Wiring that has not had final inspection is considered hazardous.**

**PERMIT Approval or denial.**

**ONLY Three signatures are required to approve or decline the permit (Example: if three members sign and two members approve permit and one member declines, the permit is still considered approved. Additionally, if the committee consists of more than three members a majority is needed to approve or decline a permit)**

\_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_ Decline \_\_\_\_\_  
Architectural Control Committee **Chairperson**

\_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_ Decline \_\_\_\_\_  
Architectural Control Committee Member

\_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_ Decline \_\_\_\_\_  
Architectural Control Committee Member

**BUILDING PERMIT APPROVED DATE:** \_\_\_\_\_  
(Signature of **Chairperson**, or person designated by the Chairperson)

**BUILDING PERMIT DECLINED DATE:** \_\_\_\_\_  
(Signature of **Chairperson**, or person designated by the Chairperson with a letter indicating the reason the permit was declined.)

Once a permit has been approved, the outside finishing of all buildings must be completed within 1 year from the start of construction. **Please call the office and inform them** when you have begun construction to assure that you get the full 1 year to complete your construction, otherwise the 1 year period begins when the permit was approved by the Architectural Committee.

**Date that office was notified that construction has begun:** \_\_\_\_\_

**MN Statutes require final electrical inspection before occupancy. Wiring that has not had final inspection is considered hazardous.**

All Todd County setbacks apply, see attached sheet of setbacks (property owner should also confirm setback requirements with Todd County).

The Architectural Committee will have the final determination and approval or denial for building permits. If the permit is Declined the property owner has the opportunity to appeal to the Board of Directors. The Board of Directors may uphold the committee decision or may overrule it by a 66 2/3 percent vote.

Revised on 7/11/2016: Revised page 3, office shall sign on page 3 and 5, corrected to page 3 and 6. TLC  
Revised on 8/17/2016: Revised page 1, 2, and 10 (minor language changes) per attorney recommendations. TLC