

# WPOA Zoning/Building Rules and Regulations (Vol 2)

## RULES FOR ALL NEW PERMITS

1. No construction shall commence until the project is approved in writing by the WPOA and all required permits, fees, and dues have been paid in full, accompanied by proof of payment receipt. Contact the WPOA Office at (937-446-3232) for additional information.
2. The responsibility and scope of the Zoning/Building Committee is the approval of correct easements, placements, appropriate use of materials, consistency of appearance, minimum acceptable square footage, and proper erosion and shoreline protection.
3. Zoning/Building permits are required for new construction of any building. This includes new residences, additions to existing residences, decks, boat docks, boat lifts, detached or attached garages, storage buildings, swimming pools, fences, gazebos etc.
4. An initial WPOA building permit request with all pertinent checklist documentation, including receipt of WPOA fees and dues, must be submitted and approved by the WPOA building committee before obtaining the Brown County Building Permit. Final WPOA approval will be issued after a copy of the Brown County Permit receipt is included in the WPOA permit packet.
5. All components and methods of construction must be in full compliance with the Ohio Board of Building Standards (most recent edition), Brown County Building Code, and the WPOA Zoning/Building Code. All dwellings are required to be deeded under the provisions of Ohio law, receive a Certificate of Occupancy from the Brown County Building Inspector, and be inspected by and receive approval for occupancy, where applicable, from the WPOA Manager, his designee, or other person(s) as determined by the WPOA Board of Trustees. **(RC)**
6. A Brown County Building Department receipt is required for any structure over 200 sq ft.
7. External changes to an existing structure do not require a new building permit unless the modifications change the structural dimensions, house or roof color, or require inspections (e.g., new footers).
8. No porch or projection of any building shall extend nearer than forty (40) feet to any road right-of- ways, nor nearer than ten (10) feet to the property line of any abutting property owner, nor within fifty (50) feet from the normal water line of any lake located on Lake Waynoka Subdivision, as the same are shown on recorded plats. **(RC)**
9. Silt mitigation protection (per EPA standards) is required if any construction will disturb the soil, and must be approved prior to a permit being issued. Refer to the section titled Silt Mitigation and Erosion Control for further details.
10. Approved shoreline protection must be in place and inspected by the WPOA General Manager prior to a permit being issued for construction on any lakefront or Common Access waterfront lot.
11. No building materials shall be placed on a lot more than 30 days before the start of construction. Final grading shall be completed within 12 months following the start of construction, unless an extension is granted by the General Manager due to unusually bad weather or other unavoidable delays. If the permit applicant owns the adjoining lot, it may be used for material storage or access to the construction site. Construction debris should be kept to a minimum during construction. Clean-up of debris shall be done regularly during construction. A dumpster shall be required to assist in maintaining the site. A portable toilet unit is required during construction if no other bathroom facilities are available on site.
12. Contractors and subcontractors are responsible for the removal of mud or construction debris left on roadways as a result of construction.
13. Loud construction tools or machinery are only allowed from 8:00 AM until dusk.
14. For any new structure, the roof must match the composition, material, and color of the primary residence. The sidewalls must match the color of the primary residence. A color chip of the proposed color must be

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provided with the permit application.

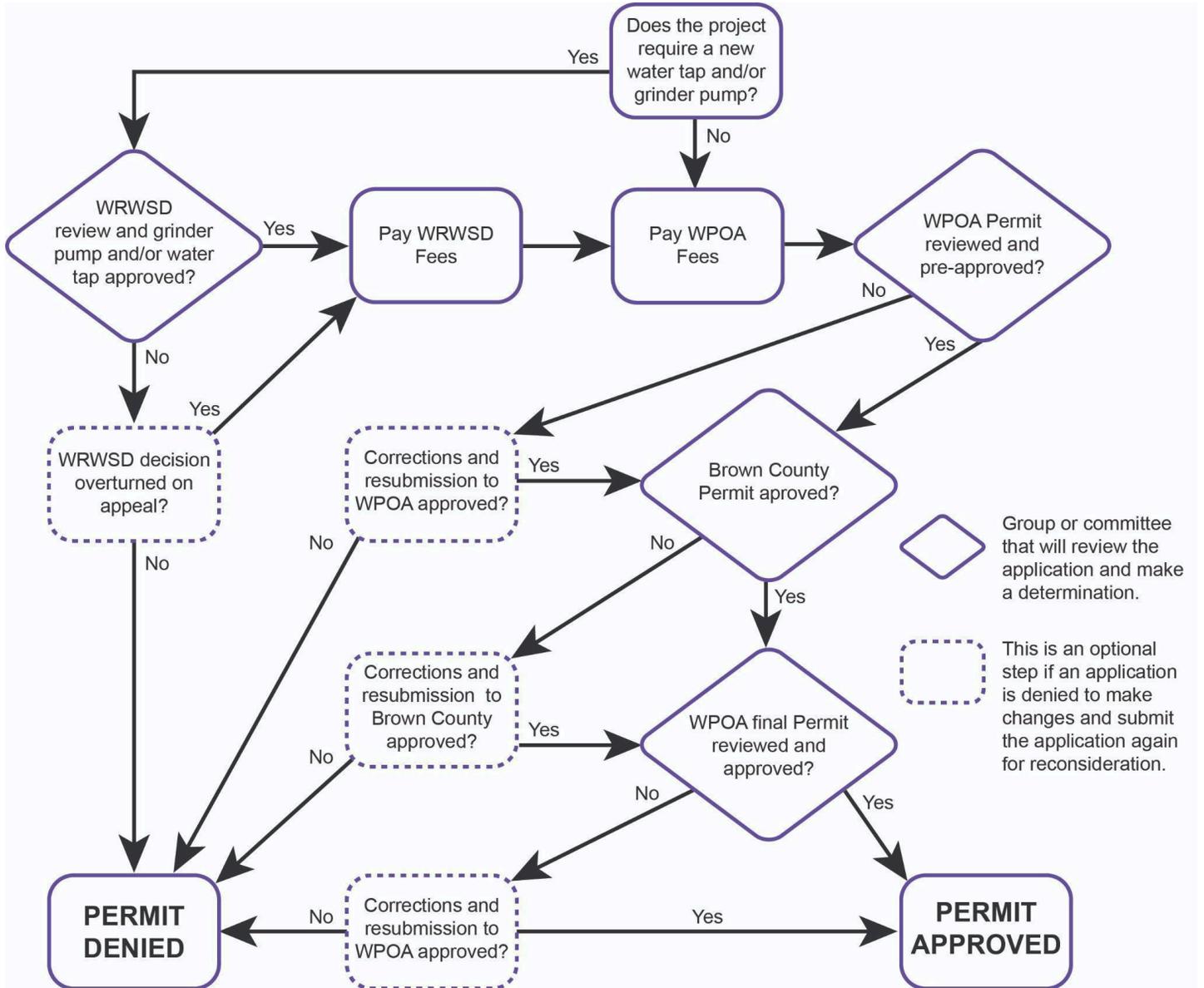
15. No structure shall have tar paper, rolled brick siding, or similar material on outside walls. **(RC)**
16. All building exteriors must be completed within nine (9) months from when construction commences. **(RC)**
17. All new residences, additions, detached garages, storage buildings, or docks that require electric service from the utility to the structure, or from the house to the detached structure, are required to run the electric service underground. The electric service is required to meet applicable county/state code requirements for this type of service connection.
18. All contractors must have an approved permit to enter the community with construction equipment or materials and must enter through the front gate. From 1 November until 1 April, no commercial-grade trucks are allowed to drive over the dam.
19. A variance request can be made by completing the Variance Request Form and submitting it to the WPOA Office. The request will be reviewed by the WPOA Board at the next scheduled monthly meeting.
20. A citation will be issued for \$100.00 if any construction begins before a permit is approved. There will be an additional fine of \$100 per day that work continues.
21. All expenses related to the failure to comply with the building requirements set forth herein shall be the sole responsibility of the property owner, including the cost to remove the entire structure, or to modify or otherwise correct the elements of the structure that fail to meet the standards and requirements, as outlined herein. If the WPOA Board of Trustees must take action to remove the structure or bring it into compliance, it may recover all costs of doing so from the violating owner, including the cost of any legal action with attorney fees, that will result in prompt reimbursement to WPOA. **(RC)**
22. Plot map and Site Plan definitions shall be a scaled drawing that shows the layout of a specific parcel of land, including property boundaries, existing and proposed structures, access points, utilities, and other physical features, to illustrate how the site is arranged and developed.

## WPOA BUILD PERMIT FEES

New Residence Permit	\$12,000
Garage, Addition, or Storage Building /w foundation (post and frame)	\$500
Deck or Pool	\$100
Dock, Boat Lift, or Boat Cover	\$100
Soil Drilling and/or Excavation	\$100
Fence, Storage Building (skid type), and other miscellaneous.	\$50

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## PROCESS FLOW CHART



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## PERMIT-TYPE SPECIFIC RULES:

Besides the rules that apply to all applications, some permit types have additional requirements. These additional rules are outlined in detail within each of the sections that follow. Direct all questions to the WPOA Office.

### NEW RESIDENCE

1. Not more than one single-family dwelling house may be erected or constructed on any one lot. Each dwelling must have a garage, attached or unattached. A maximum of three (3) enclosed structures, as defined in the WPOA Building Code or by permitted variance, including storage buildings, per contiguous property, are permitted. Further, no building or structure of any kind shall be erected before the erection of a dwelling house. No unattached outbuilding shall be used or occupied as a dwelling house. **(RC)**
2. No house trailers, mobile homes, manufactured homes built on a steel chassis (notwithstanding how they are defined by the manufacturer or seller), campers, tents, shacks, or similar structures shall be erected, moved to, or placed permanently upon said premises. All residential structures must be deeded under Ohio law and subject, unless legally exempted, to real estate tax. Industrialized units (modular homes) are not included in the prohibited dwellings in this section and may be permitted. Overnight campers are restricted to designated camping areas unless otherwise provided for in the WPOA Rules and Regulations.

Any proposed residence to be delivered on a non-removable steel chassis shall not be permitted. Any proposed new residence which is perceived by the Zoning/Building committee and the Board to be a "double wide" or "single wide" type structure shall not be permitted. The Board has the final decision as to whether a proposed plan for a residence falls into this prohibited category. **(RC)**

Any new dwelling which falls under the category of a "modular" type home, as a minimum, must meet the requirements of the Ohio Board of Building Standards, as listed in the Ohio Basic Code under Chapter 4101.2-98 and 4104.2-99, latest revision, or its successor provision. All such units must have the approval of the State of Ohio, Department of Industrial Relations Building Department noted on the plans. All units certified for approval by W.P.O.A. shall have the State of Ohio Seal of Approval on the units before entrance to the subdivision will be permitted. All modular units delivered to the community entrance must have proper documentation from the state of Ohio certifying them as such.

3. No new residential dwelling shall have less than 1,200 sq. ft. of living space, exclusive of basement, porch, and deck areas, breezeways, garages, walkways, and storage buildings. A two-story dwelling must have no less than 900 sq. ft. of living space on the ground floor. No porch or projection of any building shall extend nearer than forty (40) feet to any road right-of- ways, nor nearer than ten (10) feet to the property line of any abutting property owner, nor within fifty (50) feet from the normal water line of any lake located on Lake Waynoka Subdivision, as the same are shown on recorded plats. **(RC)**
4. The minimum garage size will be 308 sq feet (approximately 14' x 22'). The garage floor, as a minimum, should be of concrete structurally capable of supporting a vehicle.
5. For "A" frame construction the area shall be calculated at a perpendicular point on the roof line on the sloping sides to the floor at a point five (5) feet above the first floor on both sides (width is between perpendicular lines times the length of the structure.) Post and Beam construction is permitted after a plan is submitted, and a permit obtained.
6. All proposed residences must be placed on a continuous foundation.
7. A slab-on-grade dwelling is not permitted unless the WPOA Board approves a variance. A new dwelling must either have a crawl space or a basement below the residential floor area. Only the non-residential floor area (attached garage, or front porch, for example) of the dwelling is permitted to be on a slab-on-grade.
8. A properly executed utility easement shall be recorded (including name, deed book, page number must be as on the recorded deed). It is the property owner's responsibility to pay for recording this document with the Brown County Recorder's Office. A copy of this document shall be submitted with an application for a WPOA

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## Building Permit.

9. A certificate of survey, made during the current owner's tenure, by a surveyor licensed by the State of Ohio, shall be submitted with the permit application.
10. Exterior configurations, the building footprint, or building system changes contemplated after the issuance of the permit shall be submitted to the Building Committee for review and approval.
11. If an existing residence/dwelling is required to be removed to make room for the construction of a new residence/dwelling, a permit for the new residence/dwelling shall first be in place before the demolition of the existing dwelling is permitted to take place.
12. While site drainage and sump pump discharges must be directed away from the planned residence, they are not to be redirected toward another member's property.
13. A new residence/dwelling cannot be occupied before the WPOA General Manager has signed off on occupancy. Evidence of all required final inspections must be provided to the General Manager before occupancy is signed off. If occupancy takes place before the final inspection is approved, the owner is subject to fines of \$100 per day.

## ADDITIONS TO EXISTING STRUCTURES

1. The roof and sidewalls of the addition shall match the composition, material, and color of the existing structure. If an exact color match to the house sidewalls is no longer available, a neutral color may be submitted for review and approval. If the roof composition and color do not match the house, the owner will remove and replace them at the owner's expense.
2. A plot map of the lots, showing the size and the location of the building(s) on the lots. All addition corners shall be staked on the lot. All utilities (Water, sewer, electric, storm, and sanitary) showing the distance of separation must be shown on the plot map. Driveways shall also be shown on the plot map.
3. Plans of the proposed structure (one complete set) shall be submitted. An electronic copy or hard copy of the plans is acceptable. The maximum size of a hard copy is 11x17.
4. The exterior shell must be completed within nine (9) months of the start of construction.

## DETACHED GARAGE

1. The area of a detached garage shall not be more than 1,500 (approximately 30' x 50') square feet. The minimum size detached garage shall be at least 308 square feet (approximately 14' x 22').
2. The garage side walls shall not be more than 12 feet in height. If an exact color match to the house sidewalls is no longer available, a neutral color may be submitted for review and approval.
3. The roof peak shall not exceed 20 feet in height with a roof pitch at least 4/12 or steeper. The roof shall match the composition, material, and color of the existing structure. If the roof composition and color do not match the house, the owner will remove and replace them at the owner's expense.
4. If there is a detached storage building already in existence, the total square footage of the garage and storage building shall not exceed 1,700 sf.
5. The garage floor must be structurally capable of supporting a vehicle.
6. The structure must have concrete footings (either poured-in-place concrete or concrete "puck" type) that go below the frost line (32" minimum depth) for each post. Driven stakes connecting the wall/roof support system to the ground are not acceptable instead of footings.
7. A site plan shall be provided showing the location of the building on the lot and all the setbacks indicated.

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- Plans of the proposed structure (one complete set) shall be submitted. An electronic copy or hard copy of the plans is acceptable. The maximum size of a hard copy is 11x17.
- The exterior shell must be completed within nine (9) months of the start of construction.

## STORAGE BUILDINGS

- The storage building shall not be more than 1,500 square feet in floor area.
- The storage building side walls may not be more than 12 feet in height.
- The roof peak shall not exceed 20 feet in height with a minimum of 4/12 pitch or steeper.
- Pre-built storage buildings must be anchored to the ground to prevent movement in heavy wind. The design wind speed for Lake Waynoka is 90 miles per hour.
- If there is a detached garage already in existence, the total square footage of the garage and storage building cannot exceed 1,700 sf.
- If a factory-assembled storage building is used, submit the manufacturer's literature for the specific unit purchased.
- If the storage building is not a pre-built building, skid type structure delivered to the site, and is greater than 240 sf, then the structure must have concrete footings (either poured-in-place concrete or concrete "puck" type) that go below the front line (32" minimum depth) for each post. Driven stakes connecting the wall/roof support system to the ground are not acceptable in lieu of footings.
- The roof of the storage building shall match the predominant composition, material, and color of the residence roof. If the roof composition and color do not match the house, the owner will remove and replace them at the owner's expense.
- The side walls of the storage building shall match the predominant color of the new or existing residence. For residences with different colors on different faces of the house, the proposed colors should match the corresponding faces. A reasonably sized color chip(s) of the proposed storage shed shall be provided with the permit, along with a sample of the existing residence color. If the color is determined to not be a good color match to the residence, then the permit can be denied. If an exact color match to the house sidewalls is no longer available, a neutral color may be submitted for review and approval.
- A site plan must be provided showing the location of the building on the lot, and all the setbacks must be indicated.
- Plans of the proposed structure (one complete set). Electronic or a maximum size of 11x17. If a factory-assembled unit is being used, submit the manufacturer's literature for the specific unit purchased.

## DOCKS

- Driven posts can be permitted on docks and dock covers for limited applications:
  - The pneumatic hammer used must be less than 300 lps and only used on 6" x 6" wood posts.
  - All posts on each dock or cover within 3 feet of the shoreline must be dug posts set in concrete.
  - Submitted plans must indicate which posts are driven by a pneumatic hammer (when used).
  - Pneumatic hammers can only be used between 8:00 AM and dusk.
- Aluminum boat docks, both rigid and floating, shall be installed per the manufacturer's specifications.
- Any electric service being installed at the dock must run underground and be inspected per state code. The

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property owner/contractor is responsible for the electrical permit and inspections.

4. No dock may extend more than 20 ft. into the water past the natural shoreline or interfere with the normal boat traffic. With coves, there will be a minimum of 17 feet from the outer edge of the dock to the center line of the channel. The permitted size of boat docks, as well as orientation (parallel versus perpendicular), is up to the discretion of the Zoning Committee, taking into account the specific geographical limitations of each requesting location.
5. All surfaces of treated wood may retain their natural color, or the wood may be painted or stained to match the house, trim, or deck.
6. The dock area at the water line shall be staked for inspection by a WPOA representative. The ten-foot lot line restriction shall be met. Water access lots will draw an imaginary extension of their lot line to the water's edge to determine the ten-foot offset. On lake access lots, a dock may only extend up to 2 feet onto land past the normal spillway height shoreline. No electric service shall be installed at common access waterfront docks.
7. No excavation into the shoreline (digging out) is allowed. However, a variance can be applied for (See Variance Request Form). If a shoreline dig-out variance is requested, the following general guidelines are recommended: All dig-outs are to be no deeper than 3' below normal lake level. Dig-outs are to be no wider than the boat slip required (plus a center 4' aisle width if two side-by-side boat slips are requested). The general guidelines for digouts do not apply to lake access lots. Variances for dig-outs into a lake access lot will typically not be permitted.

Tier #	Dig-out distance into shoreline (at any point)	Acceptable material type of shoreline protection
1	4' or less	Rip rap, wood, concrete
2	4'- 6'	Wood, concrete
3	Greater than 6'	Concrete

## BOAT LIFTS

1. All lifts must be installed per the manufacturer's recommendations and instructions.
2. Boat lifts shall not extend more than 20 ft. into the water or interfere with normal boat traffic.
3. The placement of a lift must maintain a minimum distance of 10 ft. from the adjoining lot line.
4. Any electric service installation to the lift must run underground and be inspected per the Ohio State Code. The property owner/contractor is responsible for securing the electrical permit and all inspections required.
5. No excavation into the shoreline (digging out) is allowed without an approved variance (see the Variance Request Form).

## BOAT COVERS

1. Detailed drawings shall be submitted when the permit is applied for.
2. Boat covers cannot exceed twenty (20) feet in length, if perpendicular to the shoreline, unless a variance has been granted for additional dig-out into the lot owner's shoreline. Boat covers may be the length of the boat if parallel with the shoreline. The width of boat covers may extend up to three feet wider than the boat slip on either side of the slip. Should the homeowner want an additional shaded area on their dock for lounge chairs, etc, they are permitted up to an additional 500 SF (e.g., 25 ft of length by 20 ft of depth of the dock).
3. Boat covers shall not exceed eight (8) feet in height above the dock to the roof rafter/truss bearing point.

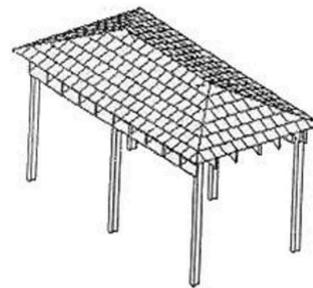
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4. Driven posts are permitted on docks and dock covers with limited applications.
  - a. The pneumatic hammer used must be less than 300 lbs and only used on 6' x 6' wood posts.
  - b. All posts on each dock or cover within 3 feet of the shoreline must be dug posts set in concrete.
  - c. Submitted plans must indicate which posts are to be driven if a pneumatic hammer is being used
  - d. Pneumatic hammers can only be used between the hours of 8:00 AM and dusk.
5. Any electric service being installed at the dock must be inspected per state code. The property owner/contractor is responsible for the electrical permit and inspection.
6. All surfaces of the treated wood may retain their natural color, or the wood may be painted or stained to match the house, trim, or deck.
7. The top of the concrete pylons, piles, caissons, and/or footings shall not extend above the elevation of the normal lake bottom.
7. The roof of the boat cover shall match the predominant composition, material, and color of the residence roof. If the roof composition and color do not match the house, the owner will remove and replace them at the owner's expense.
8. There are two (2) types of approved boat covers:

**Gable Roof**



**Hip Roof**



## DECKS, COVERED DECKS, AND GAZEBOS

1. Detailed drawings shall be submitted when the permit is applied for.
2. The corners of the deck, or other listed structures, shall be staked out before applying for a permit.
3. Setback distance requirements are the same as those for a dwelling (new residence).
4. The maximum square footage permitted for a gazebo is 270 sq ft.
5. The roof of a gazebo, or a deck (if not attached to the house) shall match the predominant composition material and color of the residence roof. If the roof composition and color do not match the house, the owner will remove and replace them at the owner's expense.
6. If a deck is more than 3 feet off the ground, handrails and steps must be installed.

## FENCES

1. The fence can be built no closer than one (1) foot to the owner's respective property line. It is understood that any portion of the fence that an owner chooses to cross over an easement area, the owner assumes the risk and liability for having to replace the fence should it have to be removed for access to the easement area. Examples of easement areas are 5" on each side of common neighboring property lines.

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2. The approved fence materials at Lake Waynoka are:
  - a. Wood (split rail, privacy, horizontal/vertical rail, picket). Wood can be cedar, redwood, or pressure-treated. Galvanized and Vinyl liner may be used on wood fences to offer animal control.
  - b. White vinyl (rail, privacy, picket, decorative).
  - c. Wrought iron/aluminum decorative.
  - d. Plastic-coated chain link type fence with metal posts may be used as a temporary type fence for animal control around gardens and other vegetation areas.
3. The maximum fence height allowed is six (6) feet.
4. A plot map showing the location of structures in reference to the fence, gates, and size of gates on the lot, and distance to the adjoining lot shall be submitted with the permit application.
5. There are two types of fences:

Type 1 (Open Style): This is a fence with at least 2/3 of the face being open (able to see through it). A type 1 fence is permitted anywhere on the property.

Type 2 (Solid Style): This is a fence that is at least 2/3 of the face being solid (unable to see through it). A Type 2 fence is only permitted no closer than 40 ft. to the street side property line, or no closer than the front of the house to the street, whichever is longer. No Type 2 fence shall be any closer than 50 ft. to the shoreline (at normal spillway height).
6. The two fence types do not apply to:
  - a. Garden perimeter fences are meant to keep wildlife out of a garden.
  - b. short-length decorative "entry type fences which might be placed on either side of a driveway entry.
  - c. Screening walls for propane tanks or trash bins.
  - d. A security gate that might be placed across a driveway.

## DOG KENNELS

1. Prefabricated dog kennels constructed with a galvanized wire mesh-type fence are allowed.
2. Dog runs in excess of twenty (20) feet in length require a variance.

## SWIMMING POOLS

1. All swimming pools (above/in-ground) shall be installed based on the manufacturer's recommendation.
2. All pools shall maintain a minimum distance of ten feet (10') to the adjoining property line and fifty feet (50') from the normal water line of the lake, enclosed with a WPOA-approved fence with a minimum height of four feet (4'). The area surrounding the pool or the entire back yard shall be fenced in with a gate that can be secured/locked.
3. All above-ground pools shall have a ladder or steps capable of being secured, locked, or removed to prevent access.
4. All electric installations for pools shall meet the standards of the current edition of the National Electrical Code for wet areas and shall be permitted and have inspections done by the State Electrical Inspector. The securing of the electrical permit is the owner's responsibility.
5. The pool pump and filter shall be blocked from street view with an approved fence or landscape.

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6. A site plan shall be submitted with the permit application and show the location of the pool, pool equipment, fence, gates, and the size of gates with distances to adjoining lots and distance to house.

## SOIL DRILLING OR EXCAVATION

1. Soil drilling is done either by dry or wet drilling methods. Any drilling activity shall indicate what materials are to be used; under no circumstances will organic or toxic materials be introduced that could endanger or enter the Lake, stormwater ditches, or adjacent property.
2. Excavation is defined as the disturbance of the soil by digging, moving, removing, or adding new soil. Excavation does not mean routine use of hand shovels or other tools for activities such as preparing a garden.
3. Drawings shall be submitted with the permit application to provide a clear indication of the nature and extent of the drilling or excavation, the location of the activity, and a clear indication of the distance from the Lake, runoff ditches, or adjacent lots. Drawings shall also indicate the means by which runoff from the proposed activity will be prevented.
4. Soil can be removed from the lake to improve navigation, but the shoreline cannot be changed, nor can soil be added to the shoreline to increase the lot size without a Variance Approval from the WPOA Board.

## PATIOS AND WALKWAYS

1. Detailed drawings shall be submitted when the permit is applied for
2. A plot map showing the location of the patio/sidewalk size and distance to the adjoining lot shall be submitted with the permit application.
3. To minimize rapid stormwater runoff into the lake, any type of flat surface placed within 50 feet of the shoreline in all instances, except item 1 or 2 below, shall be a permeable surface (e.g., pavers, loose stone, wood, or composite decking with gaps between decking, etc)
4. Concrete surfaces within 50 feet of the shoreline will only be permitted for the following:
  - a. Walk paths shall be no more than 3 feet wide and no more than 50 feet in total length.
  - b. Fire pit-related rings/bands shall be no more than 12 inches wide and no more than 50 feet in total length (essentially making a 16-foot diameter circle). The bands are to be no higher than 6 inches above the ground level surface.
5. All other flat ground-level surfaces within 50 feet of the shoreline must be made up of a reasonably permeable system (like indicated above).
6. Anything to be constructed within 50 feet of the shoreline requires a permit.

## DEMOLITION COMPLIANCE REQUIREMENTS

### HOA APPROVAL

Prior to commencement of demolition, the following must be submitted to the Association:

- Approved demolition permit from the Brown County Building Department, and the WPOA.
- Required environmental and safety documentation
- Confirmation of utility disconnections
- Approved plans for residential home rebuild
- Failure to comply with these requirements may result in work stoppage, fines, remediation at the owner's expense, or other enforcement actions permitted under the Association's governing documents.

### UTILITY IDENTIFICATION AND PROTECTION & BEFORE BACKFILLING AND RE-GRADING

Prior to any backfilling, trenching, or regrading, members must ensure that :

- All existing underground utilities have been located, marked, and verified through the appropriate utility locating service
- Any newly installed or relocated service lines (water, sewer, electric, gas) are clearly identified and protected.

### INSPECTION REQUIREMENTS PRIOR TO COVERING

- No underground utility line may be covered, backfilled, or regraded until it has been inspected and approved by the required authority (Brown County Building Department, Health Department for septic, or utility provider.
- The homeowner or builder must ensure that inspection approvals are obtained and documented before the trench or excavation is closed.

### PROTECTION OF INFRASTRUCTURE

- During regrading, the property must be shaped to prevent negative drainage impacts to neighboring lots or common areas.
- Members and contractors are responsible for avoiding damage to existing WPOA utility easements, drainage systems, or community-owned Infrastructure.

**SILT MITIGATION AND EROSION CONTROL** are essential to protect the long-term health of Lake Waynoka. Many types of construction projects can contribute to increased erosion from a site/property, and it is important that all owners and contractors understand the WPOA expectation for silt mitigation and erosion control (see checklists).

The WPOA General Manager has discretion to determine the minimum allowable amount of erosion control required on each construction site. Should minimum erosion control measures not be met, the General Manager will verbally notify (warn) the contractor, with a written notification (warning) being sent to the owner on file. Construction must stop until the violation is corrected. If construction does not stop, a \$50.00 fine will be imposed on the property owner, and contractors and suppliers will not be permitted to enter the subdivision. If construction continues, then an additional fine of \$50.00 per day will be assessed for every day someone works on the project.

## **SILT FENCE SPECIFICATION**

1. Silt fences shall be constructed before upslope land disturbance begins.
2. All silt fences shall be placed as close to the contour as possible so that water will not concentrate at low points in the fence and so that small swales or depressions that may carry small concentrated flows to the silt fence are dissipated along its length.
3. Ends of the silt fences shall be brought slightly up slope so that water ponded by the silt fence will be prevented from flowing around the ends.
4. Silt fence shall be placed on the flattest area available. Silt fence shall be installed parallel to the road frontage to prevent silt from entering the ditch next to the road.
5. Where possible, vegetation shall be preserved for 5 feet (or as much as possible) upslope from the silt fence. If vegetation is removed, it shall be reestablished within seven (7) days from the installation of the silt fence.
6. The height of the silt fence shall be a minimum of sixteen (16) inches above the original ground surface.
7. The silt fence shall be placed in an excavated or sliced trench cut a minimum of 6 inches deep. The trench shall be made with a trencher, cable laying machine, or other suitable device that will ensure an adequate, uniform trench depth.
8. The silt fence shall be placed with the stakes on the downslope side of the geotextile. A minimum of 8 inches of geotextile must be below the ground surface. Excess material shall lie on the bottom of the 6-inch deep trench. The trench shall be backfilled and compacted on both sides of the fabric.
9. Seams between sections of silt fence shall be spliced together only at a support post with a minimum 6-inch overlap before driving into the ground (see details).
10. Maintenance - Silt fence shall allow runoff to pass only as diffuse flow through the geotextile. If runoff overtops the silt fence, flows under the fabric or around the fence ends, or in any other way allows a concentrated flow discharge, one of the following shall be performed, as appropriate: 1) the layout of the silt fence shall be changed. 2) the accumulated sediment shall be removed, or 3) other methods shall be installed.

Sediment deposits shall be routinely removed when the deposit reaches approximately one-half of the height of the silt fence. Silt fences shall be inspected after each rainfall and at least daily during a prolonged rainfall. The location of the silt fence should be checked daily for proper location and effectiveness. Damages to a silt fence must be repaired immediately.

**SILT FENCE MATERIALS:** Fence posts will be 2-by-2-inch nominal dimensioned hardwood of sound quality with a minimum 32-inch length. They shall be free of knots, splits, and other visible imperfections that will weaken the posts. The maximum spacing between posts shall be 10 ft. Posts shall be driven a minimum of 16 inches into the ground, where possible. If not possible, the posts shall be adequately secured to prevent overturning of the fence due to sediment/water loading. The table below shows the minimum criteria for silt fence fabric.

**Table 6.3.2 Minimum criteria for Silt Fence Fabric (ODOT,2002)**

FABRIC PROPERTIES	VALUES	TEST METHOD
Minimum Tensile Strength	120 lbs (535 N)	ASTM D 4632
Maximum Elongation at 60 lbs	50%	ASTM D 4632
Minimum Puncture Strength	50 lbs (220 N)	ASTM D 4833
Minimum Tear Strength	40 lbs (180 N)	ASTM D 4533
Apparent Opening Size	≤ 0.84 mm	ASTM D 4751
Minimum Permittivity	1X10 <sup>-2</sup> sec. <sup>-1</sup>	ASTM D 4491
UV Exposure Strength Retention	70%	ASTM D 4355

# WPOA Zoning/Building Rules and Regulations (Vol 2)

## VARIANCE REQUEST FORM

A request for a variance for any denied WPOA permit may be submitted by the Property Owner. Fill out the form below and submit it to the WPOA Office, to the attention of the WPOA General Manager. The request for building variance will be given to the WPOA Board for review at the next scheduled monthly meeting.

**LOT NUMBER(S):** \_\_\_\_\_

**PROPERTY OWNER:** Name, Address, and Phone #:

### REASON FOR VARIANCE REQUEST

**Owner Signature:** \_\_\_\_\_

*Signature*

\_\_\_\_\_  
*Date*

### APPROVED YES / NO

**General Manager:** \_\_\_\_\_

*Signature*

\_\_\_\_\_  
*Date*

## PERMIT APPLICATION

This permit is required for all new construction and must be posted at the job site in an obvious location protected from the weather. Allow ten (10) working days from the date of permit submission for WPOA review and response.

Detailed plans of the proposed project must be submitted with this application, along with a plot map showing the size and the location of the construction, setbacks, building(s), all utilities (water, sewer, electric, storm, and sanitary) marked showing distance of separation, and driveways. In addition, the plot map shall include the planned direction of positive drainage away from the project on all sides.

Neither the WPOA, the Building Committee, nor any member of the WPOA management, their heirs, representatives, successors, or assigns shall be liable for damages to anyone submitting plans for approval due to mistakes in judgment, negligence, or nonfeasance arising from the WPOA approval or disapproval of any plans. Any person or entity submitting plans to the building committee agrees that no suits for damages will be submitted. The WPOA Board of Trustees is the final arbitrator.

Construction shall not start until the permit approval is received.

I (we) read and understand this WPOA building code and agree to comply with all requirements. It is further understood that no occupancy is allowed until the final inspection is passed. This requires all trash and unused materials to be removed from the site or stored neatly in an unobtrusive location.

I (we) understand and agree that WPOA fees are held in escrow (interest-free) by the WPOA until all inspections are approved and all other requirements met. Fees will be forfeited if any violations occur, and legal action must be initiated to correct non-conforming issue(s).

The signatures below indicate the signers have read, understand, and will comply with the WPOA Code of Regulations (Vol 2) Zoning/Building Requirements. The building contract is strictly between the owner and contractor and not with the WPOA.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Builder: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# WPOA Zoning/Building Rules and Regulations (Vol 2)

**LOT NUMBER(S):** \_\_\_\_\_ **LOT ADDRESS:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPERTY OWNER:** Name, Address, and Phone #:

**BUILDER:** Name, Address, and Phone #:

**PERMIT TYPE (see additional rules):**

- New Residence
- Addition
- Detached Garage
- Storage Building
- Boat Cover
- Deck or Gazebo
- Dock
- Boat Lift
- Fence or Kennel
- Swimming Pool
- Soil Excavation
- Demolition
- Other - please specify: \_\_\_\_\_
- Patio/Walkway

## PERMITS:

- WRWSD Grinder Pump and Water/Sewer Tap  
(New Residences Only)
- Water Service Tap Agreement

## WPOA FEES:

Cash \_\_\_\_\_

Check \_\_\_\_\_

**PRE-APPROVAL:** \_\_\_\_\_  
Signature Date

Brown County Building Permit \_\_\_\_\_  
Date

**FINAL APPROVAL:** \_\_\_\_\_  
Signature Date

# WPOA Zoning/Building Rules and Regulations (Vol 2)

## NEW RESIDENCE CHECKLIST

	Y	N
Copy of receipt for Brown County Building Permit		
Copy of recorded easement		
Payment received in full for water and sewer taps		
Payment of WPOA permit received		
Copy of the Certificate of Survey made during current ownership from a licensed state surveyor		
One (1) complete set of plans		
Plot map of lot showing the size and location of structure, setbacks from adjoining lots, road right-of-way, and the normal shoreline (if waterfront), driveway location, water, sewer, and electric with separations shown		
Approved shoreline protection in place (lakefront and common access lots)		
Silt mitigation in place		
Stakes in place showing all four corners of structure for inspection		
Square footage of the living space for the first floor (ground level only)		
If liquid propane gas is used, all tanks shall be concealed from street view with an approved fence and/or landscaping material. Large tanks may be buried by the propane tank provider in accordance with industry standards.		

## ALL BROWN COUNTY PERMITS REQUIRE COUNTY INSPECTIONS

- |  |              |
|--|--------------|
| 1. Brown County Inspections                          | 937-378-4716 |
| 2. Lake Waynoka Inspections                          | 937-446-3232 |
| a. Stake Out   |              |
| b. Footer Inspection                                 |              |
| c. Framing   |              |
| d. Final Inspection with Occupancy from Brown County |              |

## ROOM ADDITION CHECKLIST

	Y	N
Copy of receipt for Brown County Building Permit		
Drawing or rendering of the addition attached		
Do the roof materials match the house?		
Do the outside walls match the color of the house?		
Plot map of lot showing the size and location of structure, setbacks from adjoining lots, road right-of-way, and the normal shoreline (if waterfront)		
Approved shoreline protection in place (lakefront and common access lots)		
Silt mitigation in place		
Stakes in place showing all four corners of structure for inspection		

# WPOA Zoning/Building Rules and Regulations (Vol 2)

## DETACHED GARAGE/STORAGE BUILDING CHECKLIST

	Y	N
Copy of receipt for Brown County Building Permit		
Detailed drawings of the detached garage attached, showing the sidewall height and the height of the roof at the peak		
Do the roof materials match the house?		
Do the outside walls match the color of the house?		
Plot map of lot showing the size and location of structure, setbacks from adjoining lots, distances from the house, distance from the road right-of-way, and the normal shoreline (if waterfront)		
Approved shoreline protection in place (lakefront and common access lots)		
Silt mitigation in place		
Stakes in place showing all four corners of the structure for inspection		
Square footage of the detached garage		
Is there an existing storage building? If so, provide the size of the existing structure.		
Is electric service provided to the building? If yes, it must be underground and inspected per the state electrical code.		

## DECK CHECKLIST

	Y	N
Detailed drawings of the deck attached		
Plot map of lot showing the size and location of structure, setbacks from adjoining lots, distances from the house, distance from the road right-of-way, and the normal shoreline (if waterfront)		
Stakes in place showing all four corners of the structure for inspection		
Is electric service provided to the building? If yes, it must be underground and inspected per the		

## DECK ROOF CHECKLIST

	Y	N
Detailed drawings of the deck roof attached		
Do roof material and color match the existing house?		
Is electric service provided to the building? If yes, it must be underground and inspected per the		

## DOCK CHECKLIST

	Y	N
Detailed drawings of the dock attached		
Plot map of the lot showing the size and location of the dock, setbacks from adjoining lots, distances from the house, and the normal shoreline		
Indicate how far the dock extends out into the water		
Approved shoreline protection in place		
Is electric service provided to the building? If yes, it must be underground and inspected per the state electrical code.		

# WPOA Zoning/Building Rules and Regulations (Vol 2)

## BOAT LIFT CHECKLIST

	Y	N
Is the distance that the dock extends into the water provided?		
Is the distance from the adjoining property lines identified?		
Is electric service provided to the building? If yes, it must be underground and inspected per the state electrical code.		

## BOAT COVER CHECKLIST

	Y	N
Detailed drawings of the boat cover attached		
Do the roof materials and color match the house?		
Boat cover model is indicated below		
Approved shoreline protection in place		
Is electric service provided to the building? If yes, it must be underground and inspected per the state electrical code.		

## PATIO/WALKWAY CHECKLIST

	Y	N
Detailed drawings of the patio/walkway attached		
Type of materials to be installed (permeable surface) provided		
Is the walkway more than 3' in width?		

Boat Cover Model One (1)



Boat Cover Model Two (2)



# WPOA Zoning/Building Rules and Regulations (Vol 2)

## PERMIT CHECKLIST (to assist homeowner):

- \_\_\_\_\_ One (1) complete set of plans: including plot map, front /rear /left/right elevations, side wall dimensional details, perimeter details, foundation detail plan, first floor detail plan, plus second floor and basement plans if applicable.
- \_\_\_\_\_ Plot map of lot showing the size and location of structure (including stairs and decks), setbacks from adjoining lots, road right of way, and normal water line at spillway height (if waterfront), driveway location, water, sewer, and underground electric with separations shown.
- \_\_\_\_\_ Copy of Certificate of Survey made during the current owner's tenure from a licensed state surveyor.
- \_\_\_\_\_ Copy of recorded easement.
- \_\_\_\_\_ WRWSD water and/or sewer tap agreement.
- \_\_\_\_\_ Stakes in place showing all corners of the structure for inspection?
- \_\_\_\_\_ WPOA permit payment receipt.
- \_\_\_\_\_ Shoreline protection in place (lake front and common access lots) approved by Lake Waynoka General Manager?
- \_\_\_\_\_ Silt mitigation in place?
- \_\_\_\_\_ All liquid propane gas tanks must be concealed from street view with an approved fence and/or landscaping material. Large tanks may be buried by the propane tank provider as long as they are done in accordance with industry standards.
- \_\_\_\_\_ Distance from closest adjoining property line?
- \_\_\_\_\_ How far does the structure extend into the water (docks only)
- \_\_\_\_\_ Square footage of the living space for the first floor (ground level only)
- \_\_\_\_\_ Square footage of proposed new structure (Sheds and detached garages only)
- \_\_\_\_\_ Square footage of existing detached garage or shed if building a third structure on site.

Brown County Building Permit receipt. After the initial WPOA building permit is approved, secure payment and receipt for the Brown County Building permit. Then, provide a receipt of payment to the Lake Waynoka General Manager to be included with this WPOA building permit packet.

# WPOA Zoning/Building Rules and Regulations (Vol 2)

## PROJECT REVIEW:

	<i>Signature</i>	<i>Date</i>
Certificate Number:		
Plan Examiner:		
Permit Approval:		
WPOA Manager:		

## BUILDING PERMIT PLAN EXAMINER COMMENTS:

**INSPECTION RECORD:** Inspections are scheduled by calling the WPOA Office at (937) 446-3232 or the Brown County Inspections Office at (937) 378-4716 a minimum of 24 hours in advance. All individuals responsible for this application must be present for all inspections.

<i>Inspection</i>	<i>Signature</i>	<i>Date</i>
Silt Mitigation & Shoreline Inspection		
Footers - Brown County		
Footers - WPOA		
Framing - Brown County		
Framing - WPOA		
Plumbing - Rough-In		
Electrical - Rough-In		
Drywall		
Plumbing - Final		
Electrical - Final		
WRWSD Systems		
Final Inspection - Brown County		
Final Inspection - WPOA		

## Lake Waynoka



### Amenities

- |  |                                       |  |  |
|--|---------------------------------------|--|--|
|  | Admin Office<br>(937) 446-3232        |  | Maintenance<br>(937) 446-3558                                |
|  | Campground Office<br>(937) 446-2887   |  | Marina<br>(937) 515-0657                                     |
|  | Rec Center & Pool<br>(937) 446-1778   |  | Angela's Restaurant<br>(937) 446-3774                        |
|  | Rec Center Pavilion<br>(937) 446-1778 |  | Lounge/Bar<br>(937) 446-2012                                 |
|  | Security Office<br>(937) 446-1324     |  | Pavilion<br>(937) 446-3214                                   |
|  | Guard House<br>(937) 446-3214         |  | Waynoka Chapel<br>108 Yuma Drive<br>WRW/SD<br>(937) 446-3256 |
|  | Dock/Picnic Area                      |  |  |