

Permit Cost: \$0.20 per square foot of total project and all add on's

Application Cost: \$ _____

Multi-Use Cottage or Park Model Package Application

Please print

Name _____

Property Address _____ Lot # _____

Phone _____ Email _____

Septic Permit number _____ Note: You must have a septic system for a cottage or park model.

Phone numbers you may need during the permitting process.

Lake Royale POA office: 252-478-4121

Franklin County Permits: 919-496-2281

Franklin County Zoning: 919-496-2909

Nash County Permits: 252-459-9809

Note: The rules below have been summarized. Please see the Covenants and the Rules and Regulations for additional restrictions and information. BC=Building Committee, POA=Property Owners Association

Rules for Cottage:

Property owner must have a building permit from the BC prior to the start of construction.

1. Minimum 12,000 sq. ft. lot size shall be identified by a certified survey of subject-platted lot.
2. Only site built new construction or off-frame modular construction will be permitted.
3. A county approved septic system with repair area listed is required.
4. Maximum living space of the cottage may not exceed 1199 square feet.
5. All building exteriors must be completed within six (6) months from the date the construction commences.
6. Setbacks: No part or projection of any dwelling shall extend nearer than:
 - a) Ten (10) feet to any side property line.
 - b) Ten (10) feet to any rear property line.
 - c) Thirty (30) feet to any road rights-of-way property line
 - d) Fifty (50) feet from the normal water elevation of the Lake.
7. Basements and knee walls (exterior) shall not be allowed.
8. Single Story Cottage:
 - a) Roof height: Maximum height allowed is sixteen (16) feet from the finished floor to the top of the ridge pole.
 - b) Roof pitch may not be less than 4/12 nor exceed 7/12.
 - c) Gables (without windows): Three (3) gable ends shall be allowed up to sixteen (16) feet high from the finished floor to the top of the ridgepole.
9. Story & Half Cottage:
 - a) Living Space above the first floor shall be determined based on any possible space above five (5) feet tall and eight (8) feet wide, finished, or unfinished.
 - b) Roof height: Maximum height allowed is to be twenty-one (21) feet from the finished floor to the top of the ridgepole.
 - c) Dormers: Two (2) dormers shall be allowed up to three (3) feet wide/each.
 - d) Gables: Three (3) gable ends shall be allowed up to twenty-one (21) feet high from the finished floor to the top of the ridgepole.
10. Property owner shall be allowed to store one (1) registered self-propelled or towable camping vehicle (RV, 5th wheel, travel trailer) on their lot. The camping vehicle may be used for living quarters while the cottage is being constructed but cannot be used a residence more than seven (7) days following the issuance of the Certificate of Occupancy.
11. An attached garage is permitted but may not be used or occupied as living quarters.

Rules for Park Model:

Property owner must have a building permit from the BC prior to installation of the park model.

1. Only park models that have the following documentation will be allowed:
 - a) **EITHER of the following documentation:**
 - i. Park Models built through the Recreational Vehicle Industry Association (RVIA) with the corresponding sticker
 - ii. Park Models built and labelled according to the Federal Manufactured Housing Construction and Safety Standards
 - iii. Park Models Park models built and labelled according to the NC Modular Construction code
 - b) **AND** Franklin County Certificate of Occupancy provided once the park model has been approved and placed
2. A county approved septic system with repair area listed is required.
3. Setbacks: No part or projection of any dwelling shall extend nearer than:
 - a) **Five (5)** feet to any side property line.
 - b) **Five (5)** feet to any rear property line.
 - c) Thirty (30) feet to any road rights-of-way property line.
 - d) Fifty (50) feet from the normal water elevation of the Lake.

Please note: Cottages or Park Models are currently not allowed on Nash County lots, as these lots cannot have septic.

All information must be submitted for application to be reviewed by Building Committee.

1st floor living sq. ft. _____ 2nd floor living sq. ft. _____
Size: _____ x: _____ Height: : _____ Roof Pitch: : _____
Exterior material and color _____ Roof material and color _____
Foundation Height _____ Foundation Material _____

Garage: Attached or detached or none. *Please circle one.*

Size: _____ x: _____ Height: : _____ Roof Pitch: : _____
Exterior material and color _____ Roof material and color _____
Deck: Front _____ x _____ Rear _____ x _____ Side _____ x _____ None *Please complete or circle none.*
Porch: Front _____ x _____ Rear _____ x _____ Side _____ x _____ None *Please complete or circle none.*
Porch walls: Open _____ Screened _____ *Please check*

Other: _____ Exterior material[s] _____
Size: _____ x: _____ Height: : _____ Roof Pitch: : _____

Application Cost Calculation

Building Permit fees are now calculated as **twenty cents (\$0.20) per square foot of project** (this includes heated and unheated square feet and any add-on's):

Total square footage in application: _____

Total square footage x \$0.20: _____ **fee cost**

Landscape Plan – shall be designed, constructed and maintained to minimize vegetation and soil disturbance to provide the maximum water quality protection practicable, including construction, monitoring and maintenance activities.

_____ Grading: (circle one) natural or modifying _____

_____ Description of ground covering (mulch, gravel, sod, etc.) _____

_____ Description of new plantings and trees (quantity and size) _____

_____ 50 foot buffer management plan _____

_____ Season landscaping plan will be completed. (Circle one) Fall Spring Year of completion _____

*** * * Must be completed within 6 months of project completion * * ***

Please check below once you have obtained & have the completed paperwork attached

Information/details required for entire project, must be included with permit application

_____ Blueprint drawings

_____ Detailed Plot Plan (*including required information listed below*)

_____ Property pins located on plot plan

_____ All present structures listed with dimensions, setbacks and square footage footprint

_____ Street[s] and Shoreline noted

_____ Proposed structure w/setbacks and square footage footprint listed

_____ Driveway location and driveway material

_____ Septic location with leach fields

_____ Exterior dimensions of lot

_____ Property pins identified on lot

_____ Landscape plan (*including type, size, and quantity of plantings, as well as location*)

_____ Copy of septic permit

_____ Copy of Franklin or Nash County zoning permit

_____ Copy of Franklin or Nash County building permit [maximum 24% impervious]

_____ Copy of Army Corp of Engineers and Division of Water Quality permit if applicable

_____ Copy of Park Model certification and documents if applicable

_____ Approved Soil and Erosion/Driveway Application or Permit

_____ Signature page signed by property owner

_____ Application marked paid

Please note the following information:

- A completed application package must be submitted to the POA office by the Wednesday before a Building Committee meeting (second and fourth Tuesdays of the month) to be considered. Any applications received after that deadline will be reviewed at the next meeting.
- You are responsible for ensuring all permits and required documentation are included.
- **Prior to applying for a Cottage/Park Model Permit**, you must obtain and submit a Soil and Erosion/Driveway application from the POA office
 - If it is a wooded lot, a Soil and Erosion/Driveway application must be submitted to the POA office **first**, and approved by the CC&R Director, and the lot must be cleared prior to applying for a Building Committee permit.
 - There is no fee for the Soil and Erosion application, however there is an \$80 fee for installing a driveway. *Note: A maximum of two driveway entrances per property are allowed.*
- **For Park Models**, upon completion you must provide the **Certificate of Occupancy** from Franklin County as the second certificate documenting the structure meets code.
- Any waterfront lots must submit a separate Waterfront Application for any waterfront development activities. Approved waterfront protection must be installed prior to construction.
- Applications and payment can be brought to the POA office, placed in the drop box, or mailed.
- **As of June, 2020, all POA permitted activity requires an as-built survey** by a licensed surveyor **once the project is complete to close out the permit**. This must be brought to the POA office within one (1) year from permit issuance.

Approximate Timeline Once Received:

- The Building Committee meets twice a month- every second and fourth Tuesday (November and December they only meet the second Tuesday), at 7pm.
- For your application to be brought to the BC, a complete application packet must be turned in the Wednesday prior to the meeting. Any applications received after that deadline will be brought to the next meeting.
- Applications will be reviewed the Thursday prior to the BC meeting. If the application packet is found incomplete, the CC&R Director will contact you with the additional information needed.
- The Lake Royale CC&R Director will go to the property the Friday before the meeting to look over the property.
- The Thursday after the BC meeting you can check with the office to see if your permit is ready. If your application was denied for any reason, the CC&R Director will notify you by Thursday with the corrective actions needed.

Please contact the Lake Royale CC&R Department, with any questions or concerns:

Jason Rogers
Compliance Manager

Lake Royale POA 9022 Lake Royale
Louisburg, NC 27549

Direct: 252.221.9440
855.546.9462

Property managed by jason.rogers@fsresidential.com
FirstService Residential fsresidential.com

<https://lakeroyale.connectresident.com>

Property Owner Signature Section

I hereby certify that I have read the Covenants, By-laws and Rules and Regulations applicable to Lake Royale.

I hereby certify that to the best of my knowledge that the said property referenced herein is in compliance with all applicable Covenants, By-laws and Rules and Regulations as of the date of this application.

I hereby certify that I am the legal property owner of said property referenced herein as of the date of this application.

I further certify that I have read the NC Riparian Buffer Protection Rules if applicable to my project.

By signing this document, I acknowledge that I must ensure that the installation and/or construction of the structure and landscaping described within this application for permit, shall be performed in accordance with:

- The description provided within this application
- Current Lake Royale Covenants, By-laws and Rules and Regulations as of the date of this application, and all applicable county and state requirements.

By signing this document, I accept all responsibility for any damage occurring due to construction.

By signing this document, I further acknowledge that the Lake Royale Building Committee or its designee shall have the right to verify and/or investigate compliance with the provisions contained within this application and in conjunction with Lake Royale Covenants, Bylaws, Rules and Regulations as of this date. The undersigned grants permission to the Lake Royale POA and its agents to come onto the lot described in this application for purposes of inspecting the premises in connection with this application or for inspecting compliance with any approvals or conditions issued in connection with this application.

I certify that, to the best of my knowledge, the information given is accurate & complete.

I also certify that I have read and understand the above disclaimer.

Signature _____ Date _____

Property Owner/Applicant Comments and Notes:
