



**United Lost Lake Property Owners Association**

903 Missouri Dr. Dixon, IL 61021 | 815-652-4491 | FAX: 815-652-8664 | office@discoverlostlake.org

**Vacant Lot Driveway Permit**

- Purpose:** Permit for a driveway on a vacant lot.
- Fee:** \$150.00 (completely refundable upon successful completion of construction and final AECC inspection).  
**NOTE:** There is an automatic \$250.00 fine for failure to obtain an AECC permit prior to construction.
- Processing:** ULLPOA Board approval is required if the driveway being installed is not the primary driveway used in conjunction with a single-family dwelling. Allow 30 days for review process to complete.

*Please fill in the following information completely. Please print legibly.*

**Section** \_\_\_\_\_ **Lot Number(s)** \_\_\_\_\_

**Property Owner's Name** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Please read and understand this checklist:**

- Provide one drawing of lot and location of driveway, to scale.
- Driveways are not to be placed over septic systems.
- The State of Illinois Department of Public Health and Ogle County Health Department must approve any changes to drainage sewage treatment systems.
- Culverts must be a minimum 18 inches in diameter. When this is not possible, it must be sized as necessary to allow proper drainage.
- Only the primary driveway going to the garage, or the driveway used in conjunction with the house, can be paved with concrete or black top.
- Only one driveway per lot is allowed.
- The AECC and the ULLPOA Board must approve any driveway on a lot that is not the primary driveway used in conjunction with a single-family dwelling.
- Driveways will be completed within 9 months of project start. Extensions may be granted on a case-by-case basis due to unforeseeable conditions.
- Fee for a vacant lot driveway permit is \$150.00 and is completely refundable upon successful completion of construction and final AECC inspection.

**Culvert Configuration: Number of Pipe(s)** \_\_\_\_\_ **Diameter of Pipe(s)** \_\_\_\_\_

***"I hereby certify that the information submitted herein by me is true and correct, and that all rules, regulations and codes will be observed during the construction period of property improvement."***

\_\_\_\_\_  
**Property Owner's Signature**

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

\_\_\_\_\_  
**AECC Representative's Signature**

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

\_\_\_\_\_  
**Permit Expiration Date**

I understand and agree that if the driveway is placed on a lot without a house, the driveway must be removed prior to conveyance of either the lot or the single-family dwelling house, if sold separately. Removal of the foundation, driveways and walkways used in conjunction with the driveway is also required.

\_\_\_\_\_  
**Property Owner's Signature**

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

**Contractor Information**

**Contractor's Name** \_\_\_\_\_

**Address, City, State and Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Construction Rules & Regulations**

Contractor is to be given a copy of these Construction Rules & Regulations before the construction process commences. Property owner is responsible for the misconduct of the contractors. Ogle County and United Lost Lake POA permits are to be displayed in such a manner that they are visible from the street.

**Contractors, please read and understand these rules:**

- Speed limit is 20 miles per hour.
- Weight limit restrictions coincide with Ogle County Highway Road postings.
- Any construction sign must be removed from property when the final inspection has been completed.
- Construction hours are Monday through Friday 7 a.m. to 7 p.m., Saturday and Sunday 8 a.m. to 5 p.m.
- Drainage ditches are not to be driven through.
- Do not place excavated dirt, materials, tree stumps or brush onto adjacent property.
- Mud tracked on the street must be removed daily.
- Any changes to plans must be approved by AECC.
- Concrete washout is not to be placed on any street or ditch.
- Ditches and swales must be restored to their original condition.
- No temporary structures or trailers may be used for the purpose of storage or residence. However, a contractor may use a temporary structure to store tools and material used during the construction process.
- Late permit request and re-inspection fees or fines, where applicable:
  1. \$10.00 per day for no dumpster on site when building material is delivered.
  2. \$250.00 fine for any construction started without a permit.
  3. \$115.00 fine for each re-inspection.
  4. \$250.00 fine for each missed inspection. Missed inspections may be required to show workmanship before the inspector will proceed to the next inspection.
  5. \$10.00 per day for full dumpster not replaced promptly.
- The contractors, subcontractors or their families are allowed to use the amenities of the community provided they either: (1) are a ULLPOA property owner, or (2) have a valid guest pass issued by the ULLPOA.
- Property owner must check with the Lost Lake Utility District ([www.lostlakeutilitydistrict.org](http://www.lostlakeutilitydistrict.org)) for water lines intruding on the property that may interfere with construction of any type.
- Property owner must check with appropriate provider for electric, phone and cable that may interfere with construction.
- Dumpsters should be located such that they do not impede or hinder street traffic.
- The AECC must be notified of any changes to construction plans, or changes in contractors.

**FOR OFFICE USE ONLY:**

**AECC Final Inspection**

- \_\_\_\_\_ Miscellaneous debris including tree limbs and stumps have been removed.
- \_\_\_\_\_ Any damage to adjacent properties has been corrected.
- \_\_\_\_\_ Approved culvert is properly installed.
- \_\_\_\_\_ Road shoulder and culvert areas have been cleared and cleaned.

**TOTAL AMOUNT TO BE REFUNDED: \$ \_\_\_\_\_**

\_\_\_\_\_  
**AECC Representative's Signature**

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