

ACORN RIDGE ESTATES, INC.
REGULATIONS, RESTRICTIONS, AND CONDITIONS RELATING TO
CONSTRUCTION AND HOME INSTALLATION

Intent:

Provide guidance for the shareholder for construction or install of a new home, while insuring the codes are followed and the shareholder has a positive experience. This protects the amenities and aesthetic qualities of Acorn Ridge Estates, Inc., but would also assure and preserve the economic integrity of our individual and collective property.

Proposed Construction Permit Requirements:

All proposed construction, including but not limited to, new homes, patio decks, retaining walls, sheds, garages, basements, etc. must be approved by the Property and Grounds Committee and the Board before being approved by the Dickinson County Zoning Office. This document shall be signed by the shareholder and building and grounds chairperson when the permit is submitted to the board for approval.

If there is any rejection by the Property and Grounds Committee, any such proposed plan or specification may be appealed to the Board, and only upon the majority approval of the said Board, may the action of the Property and Grounds Committee be reversed. No member of the Property and Grounds Committee serving on the Board shall be entitled to vote on such an appeal.

CONSTRUCTION FEE:

Prior to removing, replacing, or relocating mobile homes, a non-refundable fee of **\$750.00** will be collected by the Property and Grounds Committee when the building permit is approved and signed by the Committee. This check needs to be included with the permit application. This non-refundable fee will be used for repairs and capital improvements of all common areas, roads, utilities and etc. These monies will be held in the Cash Management Savings Account until deemed necessary for expenditure.

COMPLIANCE & DAMAGE DEPOSIT:

At the time of a building permit application by a member for any large or major project including but not limited to: new homes, basements or garages, a refundable deposit of **\$2,500.00** will be collected by the Property and Grounds Committee to insure proper placement and compliance with all aspects of their Zoning Compliance Permit. This check needs to be presented at the time of the permit application. Forfeiture of the deposit does not allow for non-compliance. These monies will be held in a liability account of Acorn Ridge Estates until disbursement is determined. The Board will decide upon recommendation by the Property and Grounds Committee how disbursements of this deposit should be made. This disbursement will occur when the Committee informs the Board that all aspects of the project have met compliance with their permit, including but not limited to: placement, measurements, setbacks, damages, and in the allotted time frame before Memorial Day and after Labor Day etc. The permit holder must also restore surrounding property to its original condition for consideration of refund. Any violations of the approved permit could result in all or part of the deposit to be retained and not returned.

BASEMENTS:

Shareholders may construct or develop basements intended for habitation. Such space may not have egress from within the mobile home. Egress is only allowed in additions. (porches,etc.)

Shareholders understand that Acorn Ridge Estates will not be responsible for any expense associated with the project. Acorn Ridge Estates will also not be held liable for any future damages or expense that may occur because a basement was added. Dirt must be hauled away at the time of excavation and the may not be placed anywhere on Acorn Ridge property. Any exceptions must have board approval.

1. **Permits:** should be approved by the board before homes are ordered. This insures compliance to the county ordinances. **Homes ordered before approval are at the risk of the shareholder.** The board meets the 2nd Saturday each month in the summer. Detailed drawings with dimensions for the proposed project including decks and porches are required to be presented. See the attached permit and example.
2. **Existing Home Removal:** Acorn Ridge will require a \$1,000,000 certificate of liability insurance for any trailer being removed or installed. This would be for trailers that are not removed/installed by certified contractors. Example: If GreenAcres, Centennial Homes or any certified contractor installs or removes a trailer, then no change is required. (They carry the coverage already) If the shareholder decides to remove or install the trailer themselves or contracts it out, then a certificate **will be** required. The intent is to protect the assets of the park, neighboring trailers and people by requiring this certificate. This should be presented the building and ground person at the time of permit issue.
3. **Sanitary Sewer:** Shareholder is responsible for the connection to the existing system. The sewer line will need to be scoped at the time of connection. The Iowa Great Lakes Sanitary District will require an inspection fee and a permit. They will provide you with the names of the contractors for the scoping. This cost varies but its usually around \$300.00.
Iowa Great Lakes Sanitary District
303 28th Street,
Milford, IA 51351
Phone:(712) 338-2626
Email: iglsd@iglsd.com
4. **Electric Utilities:** Shareholders should contact building and grounds for information on Electric Utilities. Iowa lakes Electric Power is our Electric Utility provider. The shareholder is responsible for costs associated with changes made to the system. The park has an aging system, where the electric service currently being supplied to the homes is 100A. Most new homes require 200A. Depending if your use gas or electric heat. So please be aware that new meter socket and underground wire will be required from the meter to your homes location. Meters are located at the transformers throughout the park. Meters are only allowed to be installed on homes with basements.

5. **Propane Tanks:** The distance requirements for propane tank locations are dependent upon the container size. Generally, the majority of tanks fall under a ten-foot rule with regard to buildings and houses. 125 Gallon tanks and below can be next to home. Any tanks over 125 Gallon must be at least 10' away. The standards and rules differ with locations. Propane companies and professionals will ensure propane tank distance requirements are adhered to when installing a propane tank in any location. The attached graphic below depicts common residential container distances required by the NFPA. Consult your people that fill your propane tank.

6. **WATER CONNECTIONS:** Acorn Ridge Estates has an all season water system. Each home is equipped with a shut-off riser which is adjacent to the home. The Shareholder is responsible for the winterization, maintenance and repair of that valve and all pipes leading from that to and throughout the home. Acorn Ridge Estates is responsible for all the street shut off valves (curb stops) and all pipes leading from that valve to the riser by the home. When a new home is installed, the water line, curb stop and riser must be replaced from the water main to the riser at the owner expense. This work must be completed by the approved Acorn Ridge contractor. Acorn Ridge uses Venteicher Construction (712)253-0443.

7. **Construction Time Frame:** Construction involving moving in or out of homes, basements or other projects involving heavy duty trucks and traffic must be done before Memorial Day or after Labor Day. (no trailers to be installed from Memorial Day to Labor Day) Its strongly encouraged to install the homes in the fall and not the spring, due to soft and wet conditions. Any exceptions must be brought to the Board of Directors for review and approval.

8. **Home install Access Routes:** The park has 3 access roads. Please use the gate closet to your home. The installer can help with this. **At no time can homes be left blocking roads overnight.** They may be left for a short period of time alongside the road at the south entrance in the trailer storage area. This is a requirement by our insurance carrier for fire access. Please make sure that your installer understands the park requirements and has a full home install included to your location. Some Installers will not set them in your location.

9. **Tree removal:** must receive prior approval by the Property and Grounds Committee before any tree is removed. In general Acorn Ridge does not allow any trees to be cut down, unless they are dead or there is no other viable option.

10. **Maximum height:** of one unit shall not exceed that of the average existing one story single family dwelling.

11. **Property Boundaries:** You and your neighbor must establish the boundary so please start the conversation with your neighbors. Tell them your plans. The more information you share with them will help. The building and grounds chairperson/Board of Directors will then make the final determination.

12. **DRIVEWAYS AND PARKING:** Two parking areas are required for each residence.

Updated May 2019

Minimum Front Yard Set-back: 10 feet

Minimum Side Yard Set-back: 7 ½ feet however, the side yard may be reduced to 2' provided that the minimum distance between mobile homes shall be maintained at 15 feet.

Minimum Rear Yard Set-back: 10 feet

These setbacks and information are basic and informational only. There are additional variations to each of those setbacks. Residents must contact the Zoning Office of Dickinson County for those variations prior to applying for a building permit. This is not an all-inclusive list and country rules can change at any time.

ENFORCEMENT: These Rules and Regulations are for the mutual benefit of all Members who own shares of Acorn Ridge Estates, Inc. Consequently, the Association may bring an action by retaining the compliance deposit for any person or persons violating or attempting to violate any restriction.

I have read and understand the requirements listed above.

Shareholder _____

Date: _____

Building & Grounds _____

Date: _____

ACORN RIDGE ESTATES, INC.
CHECK-LIST for CONSTRUCTION AND HOME INSTALLATION



PERMIT Presented to the Board & Dickinson County with detailed drawings.



CONSTRUCTION FEE PAID

At the time of permit application.....**\$750.00**



COMPLIANCE DEPOSIT PAID

At the time of a building permit application----- **\$2,500.00**



CERTIFICATE OF LIABILITY INSURANCE

1,000,000 presented if required.



SANITARY SEWER SCOPED



ELECTRIC UTILITIES VERIFIED



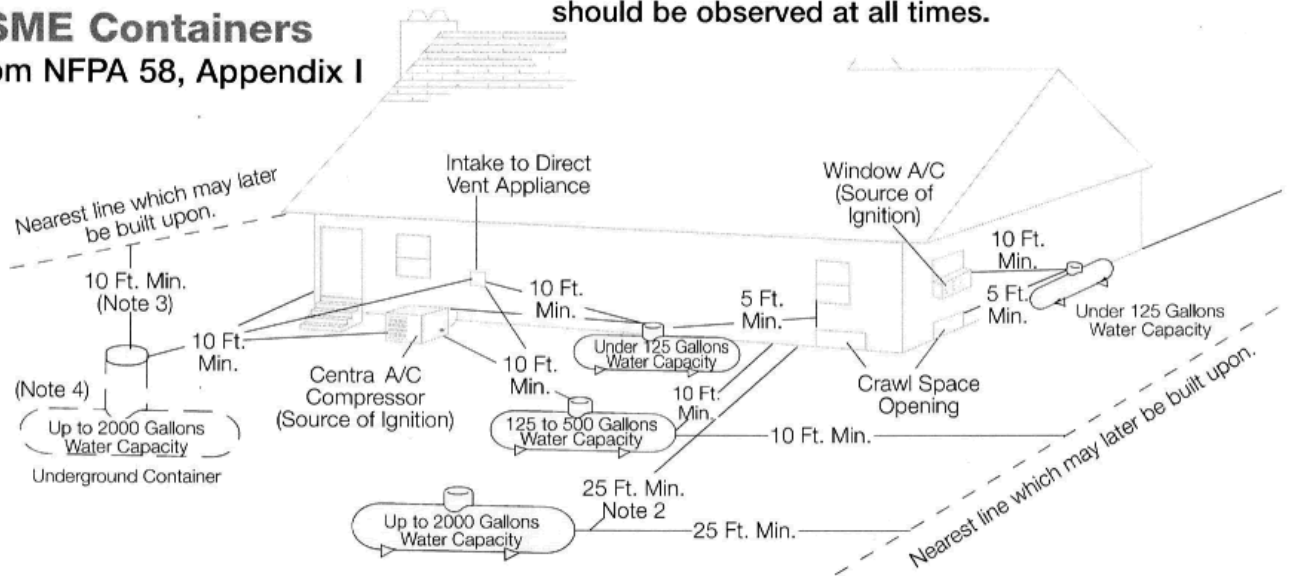
PROPANE TANK LOCATION VERIFIED



WATER CONNECTIONS VERIFIED & Waterline Replaced

Location of ASME Containers From NFPA 58, Appendix I

Federal, state, and local ordinances and regulations should be observed at all times.



Notes:

- 1) Regardless of its size, any ASME tank filled on-site must be located so that the filling connection and fixed liquid level gauge are at least 10 feet from external source of ignition (i.e. open flame, window A/C, compressor, etc.), intake to direct vented gas appliance, or intake to a mechanical ventilation system.
- 2) May be reduced to 10 feet minimum for a single container of 1200 gallons water capacity or less if it is located at least 25 feet from any other LP-Gas container of more than 125 gallons water capacity.
- 3) Minimum distances from underground containers shall be measured from the relief valve and filling or level gauge vent connection at the container, except that no part of an underground container shall be less than 10 feet from a building or line of adjoining property which may be built upon.
- 4) Where the container may be subject to abrasive action or physical damage due to vehicular traffic or other causes it must be either a) placed not less than 2 feet below grade or b) otherwise protected against such physical damage.

It is the responsibility of the owner to provide true, complete, and accurate information on the Application for Certificate of Zoning Compliance and to provide all other requirements listed below. **Incomplete applications will be returned.**

1. Fill out the zoning compliance application form.
2. **Site Plan.** Provide a site plan, drawn to scale, showing the actual dimensions of the lot to be built upon, accurate locations of lot pins and lot lines, the size, shape and location of the building to be erected, all other existing structures on the lot, and the dimensions of the required yards. The distance from the lot lines to the structure should be measured to the foundation except where there are projecting overhangs or structures such as a floor, wall, bay window, stone or brick veneer, other cantilevered structure, or in the side yards, air conditioner, heat pump, or condenser. Then the measurement shall be the least distance between the lot line and foundation subtracting the projecting structure. Cornices and eaves can extend 2 feet or less into the required yard. Also show parking and open spaces, site drainage of storm water runoff control provisions, location and nature of any easements, and such other information as may be necessary to provide for the enforcement of the ordinance.
3. **Water Quality Management Plan.** In all zoning districts, when one acre or more of land is going to be disturbed, a water quality management plan for that disturbed land shall be required. The plan shall be developed to comply with Statewide Urban Design and Specifications (SUDAS) and shall manage water quality volume of 1.25 inches by infiltration process according to the Iowa Stormwater Management Manual. This plan shall be designed by a licensed engineer.
A water quality management plan addressing drainage as a result of the structure being permitted is required. Low Impact Development should be incorporated into the plan unless the site is not suitable in supporting Low Impact Development practices.
When a vacant lot(s) to be improved exceeds an impervious surface of 60% or more or when an improved lot exceeds a net increase of impervious surface of 25% or more, the property owner shall comply with Statewide Urban Design and Specifications (SUDAS) and shall manage water quality volume of 1.25 inches by infiltration process according to the Iowa Stormwater Management Manual. This plan shall be designed by a licensed engineer.
4. Provide ground and elevation plans. For any structure being moved in, pictures and a statement of structural soundness and safety must be provided.
5. Attach a plat or aerial copy showing all dimensions of the lot as recorded.
6. A survey of the property may be ordered by the Zoning Administrator where the current lot lines are in doubt or question, or where the lot pins cannot be located with any degree of certainty. In the event of an ordered survey, all four or more lot pins that are required for a lot must be located by a certified land surveyor and clearly marked.
7. Show that the lot has not been divided and made non-conforming since the existence of the Zoning Ordinance. (Land transfer records from Auditor or Recorder.)
8. The maximum ground cover of structures and all water impermeable surfaces and structures shall not exceed 75% in all Residential Districts and Resort Enterprise. It shall not exceed 80% in the R-5 Mobile Home, Light Industrial and Heavy Industrial Districts.
It shall not exceed 90% in the GC District.
9. Physically show the lot pins on the property and mark with flags from the zoning office. Flag the outside building corners of the proposed structure.
10. If the building is in compliance, the zoning compliance permit will be issued. Compliance permits shall be posted within 10 days after issuance of the permit and shall remain posted for the duration of construction.
11. If the building is not in compliance, the applicant has the right to seek a variance from the Board of Adjustment.

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

ZONING ORDINANCE #102

Contractor Name _____

Contractor State ID # _____

Date _____

Applicant (Owner) _____
(Name) (Phone)

(Mailing Address) (Town or City) (State) (Zip)

911 Address at Site _____

Quarter _____ Section _____ Twp. _____ N Range _____ W

Township Name _____

Subdivision _____ Unit _____ Block _____ Lot _____

Other description _____

Type or purpose of improvement proposed _____

Will the improvement be used for Agricultural purposes? _____ If yes, please attach an explanation.

Is the structure in a flood plain? _____ If yes, a Flood Plain Permit may be required.

Lot or tract area _____ sq. ft.(or acres) Average width of lot _____

Height of structure _____ feet No. of off street parking spaces on your Lot(s)? _____

Impervious Surface Total _____% Impervious Surface Increase of _____%
(No water can go through)

Area to be disturbed _____ sq. ft. (or acres)

Distance from lot lines to proposed structure:

Front yard _____ feet, Rear yard _____ feet

Side yards _____ feet, _____ feet

Use of structure _____

Easements _____ Approximate Cost: _____

The undersigned applicant certifies under oath and under the penalties of perjury that the foregoing information is true and correct, that the diagram is a true representation of the structure(s) to be built, the pins identified are accurate and they have read and understand attached instructions Form ZCA-1.

(Owner) Signature

CONSTRUCTION SHALL COMMENCE WITHIN SIX (6) MONTHS OF PERMITS ISSUE AND BE COMPLETED WITHIN ONE (1) YEAR AT WHICH TIME IT SHALL EXPIRE.

Checks to be made payable to **Dickinson County Treasurer**

OFFICE USE ONLY:
Permit granted to proceed in accord with information shown in this application and attached diagram, what was identified at the site, and receipt of fee acknowledged.

Approved this _____ day of _____ 20____ Sewer _____

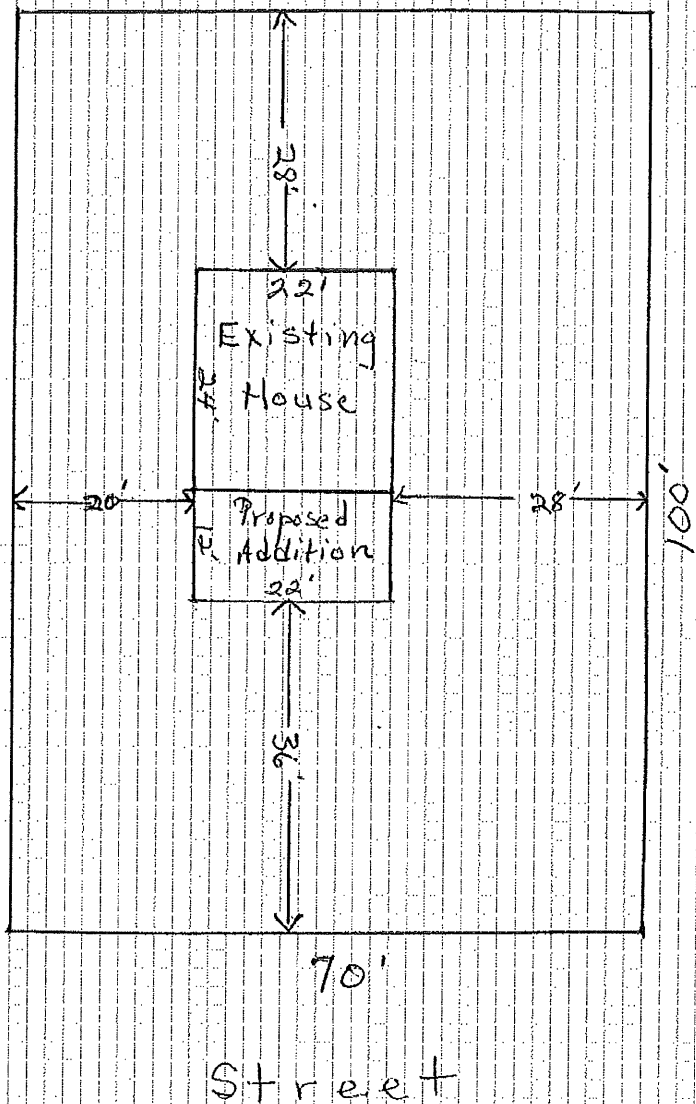
Water _____

(Administration Officer) Silt Fence _____

Fee _____

EXAMPLE

Draw Diagram Similar To This



SCALE 1" = 20'

DICKINSON COUNTY ZONING COMPLIANCE PERMIT FEE SCHEDULE

<u>Estimated Cost of Structure</u>	<u>Zoning Compliance Permit Fee</u>
\$ 0 - 500 Value	\$ 25.00
501 - 2500	50.00
2501 - 5000	75.00
5001 - 10,000	100.00
10,001 - 50,000	150.00
50,001 - 100,000	200.00
100,001 - 250,000	300.00
250,001 - 500,000	400.00
500,001 - million+	500.00
Multi-family	200.00/unit
Variances	350.00
Conditional Use	350.00