



**Dutch Hollow Lake Property Owners' Association, Inc.**  
 E2670 Clubhouse Drive  
 La Valle, WI 53941

Phone: 608-985-7294  
 Fax: 608-985-7298  
 Email: dhlplib@mwt.net

**APPLICATION FOR BUILDING PLAN APPROVAL**  
**(New Construction/Addition/Attached Garage)**

(Submit this signed application with items on checklist)

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

Lot: \_\_\_\_\_

Owner Information	Builder Information
Name:	Name:
Address:	Address:
Phone #:	Phone #:
Email:	Email:

**Checklist - Supply all of the following:**

Permit should be sent to *(circle one)*:  
**Owner or Builder**

- \_\_\_\_\_ County Land use Permit
- \_\_\_\_\_ State of Wisconsin Sanitary System Permit
- \_\_\_\_\_ Sanitary plans – stamped and signed by designer/engineer
- \_\_\_\_\_ Certified plat of survey
- \_\_\_\_\_ Detailed plot plan
- \_\_\_\_\_ *Three sets – professionally developed building plans/blueprints (to include building section) or One paper copy and one electronic file (preferred).*
- \_\_\_\_\_ Local Township building permit
- \_\_\_\_\_ Foundation Plans
- \_\_\_\_\_ \$100.00 fee for review of plans
- \_\_\_\_\_ Completed and *signed* application form

The Dutch Hollow Lake Property Owners' Association, Inc. permit is valid for construction provided the construction commences and is completed within 12 months from the date the permit is issued. If construction is delayed for 6 months or longer from the date of issuance, the permit must be renewed. Note: The Association reviews plans solely based upon its responsibility as outlined in the Dutch Hollow Property Owners' Covenants and Restrictions. The DHLPOA and its Architectural Control Committee, do not review plans for adherence to any State, County or Local building codes, nor do they review plans for accuracy, completeness, structural integrity or drainage. The applicant property owner is responsible for complying with all building codes as well as adherence to DHLPOA Covenants and Restrictions.

**I have read and understand, and agree to comply with the minimum specifications as presented in the Dutch Hollow Lake Property Owner's Association, Inc. Building Application Packet. I understand there will be a fine of \$100.00 per day if my home is not completed on the exterior within the one-year time limit set by the Covenants and Restrictions.**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**BUILDING APPLICATION INSTRUCTIONS**

Last Revised 6/18

*Read this entire document before you finalize your building plans.*

The following permits are needed **before** you begin any construction at Dutch Hollow Lake.

1. Sauk County Land Use Permit (608-355-3285)
2. State of Wisconsin Sanitary Permit
3. Township Building Permit (LaValle: 608-985-7695 or Woodland: 608-464-3290)
4. Dutch Hollow Lake Property Owners Association, Inc. Permit (608-985-7294)

Following are detailed instructions on how to obtain the Dutch Hollow Lake Property Owners Association, Inc. permit. If you have questions on how to obtain the other necessary permits, call the office numbers listed above.

The Covenants and Restrictions of the Dutch Hollow Lake Property Owners Association, Inc. require that all dwellings be constructed in accordance with applicable governmental building codes *and with more restrictive standards that may be required by the Architectural Control Committee of the Association.*

**The following minimum standards are required for building at Dutch Hollow Lake:**

1. Minimum exterior wall thickness of 5 ½" stud cavity. This requires 2 x 6 construction on the exterior walls.
2. Minimum roof sheathing of ½". Roofing materials must have a 25 year warranted life or greater.
3. Roof pitch must be predominately 6/12 or greater, depending on design.
4. Log homes require a minimum of 8" diameter logs.
5. Garages are recommended. All garages must be of similar structure, siding, color, and appearance as the house. No more than 4 parking spaces.
6. Any other structures must be approved in writing by the Architectural Control Committee. Structures per lot maximum: 1 dwelling, 1 detached accessory building, and waterfront facilities (if riparian owner.)
7. Driveways are required. Paved driveways will require 4" poured concrete or 2" blacktop over a rock or stone base. A minimum 4 - 6" crushed rock or stone base is required. Gravel driveways require the removal of all topsoil, and replacement with a 4 - 6" breaker run. All materials used on paved driveways must be environmentally safe.
8. Building height, according to the Covenants & Restrictions Article 3, Section 3: No dwelling shall be erected, altered or placed upon any dwelling lot which has a building height of more than 30 feet; and no dwelling accessory building or structure shall exceed 17 feet in height, unless a greater height is approved in writing by the Association. Measured from the grade to the highest point of the structure.

9. A full basement is recommended. As a minimum, a four-foot frost wall must be used for dwelling foundations. No floating slabs are allowed. Placing a house on piers is not allowed.
10. Fine grading must be done and ground cover established within the one-year time frame given for completion of the exterior of the house.
11. Building plans for new construction of homes must be developed, signed and drafted by appropriate professionals. Requirements for plans for additions to present and existing property, garages, sheds, etc. to be at the discretion of the Architectural Control Committee.

**Other requirements to fulfill prior to applying for building at Dutch Hollow Lake:**

- The Covenants and Restrictions of the Dutch Hollow Lake Property Owners Association, Inc. require that the sanitary systems on Dutch Hollow Lake lots be designed by either a *registered professional engineer or designer*. Plans submitted to the Association **must** include the designer's or the engineer's official stamp and signature.
- The Covenants and Restrictions of the Dutch Hollow Lake Property Owners Association, Inc., require that *"the ground floor area of any dwelling shall not be less than 750 square feet"*. The area included in the minimum 750 square feet does **not** include the area of a room with a sloping ceiling where headroom is five feet or less, nor does it include open porches, decks, patios, etc.
- A *certified plat of survey* of your lot from a licensed surveyor must be submitted. This is for your protection. Sauk County has strict setback requirements. The cost of the survey is minimal compared to the cost of moving or removing a structure with improper setbacks. (**Important:** The Architectural Control Committee of the Dutch Hollow Lake Property Owners Association, Inc. will not approve your building plans unless you submit a certified survey.)
- A *detailed plot plan* showing the location of the structure(s), the driveway, and the sanitary system on the lot must be submitted. **Important:** Setbacks of the building(s) and sanitary system from **all** lot lines must be indicated on the plot plan. Setbacks should ensure that the building(s) and sanitary system do not intrude on easements shown on the certified plat of survey, and the recorded plat of the subdivision, and that they comply with government codes. Currently the minimum setbacks required by code are:
  - 30 feet from the right-of-way line.
  - 10 feet from one side lot line and 15 feet from the other side lot line. Buildings on separate lots to be a minimum of 25 feet apart.
  - 25 feet from the rear lot line, except on lakefront lots.
  - 75 feet or more from the ordinary high water mark.

**Important Notes:**

***In the event that a property owner begins construction before obtaining the necessary permits from the Association, the penalty will be as follows: \$100 if filed within 7 days, \$500 if filed after 7 days. In the event the penalty for late filing is not paid, the penalty plus all costs and reasonable attorney's fees will be charged to the property owner. Application will not be considered properly filed until all items detailed on the application form are included in the materials presented for approval.***

***There will be a fine of \$100 per day for the exterior of homes not completed within the one-year time limit.***

## STEPS TO ACQUIRING A BUILDING PERMIT:

1. Obtain a soil (perk) test. The licensed tester you hire to perform this work will need some preliminary plan information from you such as number of bedrooms, bathrooms, approximate size and configuration of house, and desired location of house on lot.
2. Obtain a Sauk County Land Use Permit from the office of Planning and Zoning, located at West Square Building Rm 248, 505 Broadway, Baraboo, WI 53913 (608-355-3285).
3. Obtain a Sanitary System Permit from the State of Wisconsin. The tester/designer (item 1) will assist you in obtaining the Sanitary System Permit from the State of Wisconsin, DILHR. (**Important:** Plans submitted to the Association **must** include the designer's or the engineer's official stamp and signature.)
4. Obtain a certified plat of survey of your lot from a licensed surveyor.
5. Obtain building plans/blueprints, which will include floor plans of all levels and building elevations of all four sides of the house/structure.
6. Obtain a detailed plot plan showing the location of the structure(s), the driveway, and the sanitary system on the lot.
7. Obtain the local Township building permit from LaValle or Woodland Township. A permit from the Township for a driveway and culvert should also be obtained at this time. *If your lot is in Woodland Township, please note that your Township permit must be approved by the entire Woodland Town Board. They meet once per month. Please call the Town at 608-464-3290 to verify meeting date and time.*
8. Obtain a building permit from the Dutch Hollow Lake Property Owners' Association, Inc. as detailed in this packet.



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## More Details and Helpful Hints for the Building Process at Dutch Hollow Lake:

- ◆ From the date your complete plans are submitted for review, the Dutch Hollow Lake Property Owners' Association, Inc. (DHLPOA) has up to 30 days to approve the plans and grant a building permit to you. Incomplete plans will not be considered to be submitted until such time as all items detailed on the application form are included in the materials presented for approval.

In most cases, plans are approved and building permits are issued before 30 days. But, it must be clearly understood that plan approval and permit issuance do not occur on the spot. The Architectural Control Committee is comprised of 3 – 5 members who **all** must review and approve the plans prior to granting the permit.

- ◆ The **exterior** of any building must be finished within one year (365 days) after construction starts. This includes exterior cleanup and basic landscaping.
- ◆ **Electrical service** at Dutch Hollow Lake is provided by Vernon Electric Cooperative. 1-800-447-5051 or 608-634-3121

**Telephone service** is provided by either LaValle Telephone Cooperative 608-985-7201 or CenturyLink 1-800-201-4102

Telephone and electric utilities in this area are buried. It is the property owners' responsibility to notify the utilities to have the lines located prior to any construction activity. The utilities usually require 3 working days' notice for this service.

- ◆ The **Sauk County Shoreland Protection Ordinance** requires that silt fences be installed where vegetation cover is destroyed, to prevent erosion of exposed soil and contamination of the Lake. The Covenants and Restrictions of the DHLPOA also require erosion control. The County Ordinance also governs impervious surfaces (including construction, reconstruction, expansion, replacement or relocation of impervious surfaces on riparian and non-riparian lots.) Please go to Sauk County's website for more information. [www.sauk.co.wi.us](http://www.sauk.co.wi.us) (**Owners of lakefront lots and lots bordering the lake by greenway should review the entire ordinance carefully before beginning construction.**)
- ◆ If a builder's sign is placed on your property during construction, it is limited to 4 square feet, maximum of 4 feet in length. All builder's signs must be removed when construction is complete (maximum of 365 days).
- ◆ Do not trespass on adjoining lots or greenways. Make sure all contractors know the boundaries of your property.
- ◆ Camping on your lot is permitted **only** during the year of construction.
- ◆ Once your plans are approved, you must comply with the plans. If additions or changes are to be made, you must resubmit plans to the Architectural Control Committee for review. The Committee must formally approve the changes **before** they are made.
- ◆ Plans for future additions such as decks, patios, fences, storage sheds, garages, etc., must be submitted to the Architectural Control Committee and approved in writing before erection of the structure. Depending on the type of structure, County and local permits may also be required. (*Waterfront lot owners:* If you wish to place a dock/pier on your waterfront you need a permit from the Association. Contact the Association office for a packet of information regarding that permit application.)
- ◆ **Before you start construction, read Article III and Article VII of the Covenants and Restrictions of the Dutch Hollow Lake Property Owners Association, Inc., and consult Township, County, and State building and zoning ordinances for general restrictions governing construction.** If you have questions or need assistance, please feel free to contact the on-site Manager at Dutch Hollow Lake at 608-985-7294.