

**APPLICATION/MATERIALS REQUIRED FOR LAKEWOOD HILLS IMPROVEMENT
DISTRICT BUILDING PERMIT**

FOR STRUCTURES SUCH AS HOMES, GARAGES, ADDITIONS TO HOMES OR
GARAGES, POOLS, SHEDS, FENCES, ETC.

1. A completed Lakewood Hills Building Permit Application.
 - a. **Lakewood Hills observes and enforces the IRC and or IBC building codes. A hyperlink is provided below, as well as a copy in the office that can be looked at in the office during normal business hours, but that cannot leave the office. The Code book may be purchased on Amazon. It is the homeowner and builder's responsibility to follow these codes. If codes are not followed and a complaint is filed by a building committee member and a board member construction will stop until explanation on how code compliance can be met, and the code infraction will be inspected before construction proceeds. We want everyone to have a safe and quality home and these codes are in place for that reason.**
2. One copy of the lot boundary survey. (For NEW HOME construction on unimproved lots ONLY)
 - a. Confirmation that a copy of the boundary survey has been filed with the Office of Jefferson County Recorder of Deeds and that survey pins have been furnished for inspection.
3. The building permit application fee payable to Lakewood Hills. (See page 2 for details.)
4. A completed Lakewood Hills Site Plan. (see instructions page 11)
 - a. All Site Plans shall contain and conform to the following minimum standards and be reviewed by the building committee and approved by Lakewood Hills Board of Directors prior to construction. The site plan MUST be submitted WITH the building application.
 - b. LWH Site Plan Form & Example Site Plan (See attached)
5. Completed and **notarized** Affidavit of Code Compliance (see attached)
6. Proposed construction start and end dates, landscaping and debris removal timeline.
7. Proof of ownership of lot that the structure will be built upon
8. Proof that real estate taxes and Lakewood Hills' assessments are paid-to-date.
9. Signed Lakewood Hills Improvement District Building Codes agreement (see page 12)
10. The building codes in Lakewood Hills for any and all new construction and remodels must follow the international Residential Code / IRC this information is available at <https://codes.iccsafe.org/content/IRC2021p2>. Please follow up with your building committee if you have any questions. A an IRC book available at the office during office hours, pages can be copied or scanned at the clerk's convenience to the builder upon request of Building Committee or board member.
11. The Building Code is part of the Lakewood Hills Improvement District Covenants and Restrictions. Any variances of the codes herein are in violation of the Covenants and Restrictions. Any variance not preapproved by the Board of Directors will be brought into code, moved, removed, and/or a fine imposed as ordered by the Board of Directors. The county will review any variances or violations of county codes.

***After the Lakewood Hills office has received all required documentation, the permit request will be emailed to the Board of Directors and the Lakewood Hills Building Review Committee for review, recommendations, and discussion. Final approval is made by the Board of Directors. Any variances in the building codes must be made in writing on a Lakewood Hills variance request form and submitted to and approved by the Board of Director.

LAKWOOD HILLS IMPROVEMENT DISTRICT BUILDING CODES / RESTRICTIONS / GUIDELINES

1. **BOUNDARY SURVEY** -- Prior to construction on an unimproved lot, the property owner must provide one copy of the lot boundary survey to Lakewood Hills, file a copy with the Jefferson County Recorder of Deeds Office and furnish survey pins for inspection.
2. **PERMITS & FEES** -- A Lakewood Hills permit and a site plan is required for ALL types of construction. The administrative fee for a permit is \$25.00. This permit applies to all dwellings, garages, permanent and temporary structures, fences (including pool fences), decks, porches, sheds and additions to any of the above. Temporary vegetable garden fencing erected before and removed after the growing season does not require a permit.
 - a. Requests for building permits along with site plan will be submitted to the Board of Directors using the Lakewood Hills Building Permit Application Form. The Board of Directors will indicate their approval/disapproval on the form pending recommendations by the Lakewood Hills Building Review Committee. At least two (2) Directors will sign the form. This form will be authenticated by the use of the Lakewood Hills Improvement District Seal.
 - b. Approval may be reasonably withheld by Lakewood Hills for any reason, including, but not limited to: (a) because of non-compliance with any of the specific conditions and restrictions contained in this document and/or the Lakewood Hills Ordinances, Rules and Regulations, or (b) because of the reasonable dissatisfaction of the Lakewood Hills Board of Directors, not limited to, with the location of the structure on the building site, the appearance of the proposed structure, or with the lot grading plan; having in mind the character of the neighborhood in which it is proposed to be erected, the materials of which it is proposed to be built, the harmony thereof with the surroundings, and the effect of the building or other structure as planned on the outlook from the adjacent or neighboring property or properties.
 - c. The Building Code is part of the Lakewood Hills Improvement District Covenants and Restrictions. Any variances of the codes herein are in violation of the Covenants and Restrictions. Any variance not pre-approved by the Board of Directors will be brought into code, moved, removed and/or a fine imposed as ordered by the Board of Directors. The county will review any variances or violations of County codes.
 - d. Any variance(s) from the conditions and restrictions contained in this document as noted in 2a above must be submitted in writing to the Lakewood Hills Board of Directors to be reviewed by the Lakewood Hills Board of Directors and the Building Committee. Variances must have a majority approval of the Lakewood Hills Board of Directors.
 - e. Any permits, inspections, and/or approvals granted by Lakewood Hills shall not constitute an endorsement of, or judgment on the design or construction of any building referenced in said permit or inspection. Lakewood Hills shall not be held liable to any person in a suit at law or equity for damages arising out of the design, construction, or maintenance of any building referenced in a permit. The property owner or those acting in his/her behalf are responsible for seeking competent and qualified assistance.
 - f. A permit shall become null and void one (1) year after issue date and all construction is to be completed by that time. Construction time may extend up to sixty (60) days with a written request submitted to and approved by the Lakewood Hills Board of Directors prior to the permit expiration date.
 - g. Jefferson County Regional Planning and Zoning Office also requires building permits except for fencing, rabbit hutches, and chicken coops. A copy of your county building permit is to be submitted to the Lakewood Hills office along with the Lakewood Hills Building Permit and Site

6. **MINIMUM DWELLING** -- All lots shall be for single-family residential use only, with no more than one dwelling on any lot.
 - a. All new residential construction must include a minimum of eight hundred (800) square feet of interior living space on the main level of such construction. Any lofts and unfinished basements shall not be included within the calculation of square footage necessary under this provision.
 - b. All new residential construction must include a one-car garage attached or detached. If detached, the garage will be built prior to **occupancy** of the new residential dwelling. The size of any garage shall be a minimum of twelve (12) feet by twenty-four (24) feet, or at least a total of two hundred and forty (240) square feet.

7. **MINIMUM SETBACKS** -- No part of any structure may extend into any setback. Setbacks are defined in the original plan for Lakewood Hills. Different areas within Lakewood Hills will have different setbacks.
 - a. Propane Storage Tanks are to be 25 feet from any structure.
 - b. Fences may be constructed within the easements with reservations. (See page 6, #14 Fencing)
 - c. Grinder Pump Reservoirs must be located at least 10 feet from the dwelling.

8. **PLUMBING** – All plumbing shall be installed in accordance with National and State Plumbing Codes.
 - a. <https://www.iapmo.org/ibu/publications/read-national-standard-plumbing-code-online>
 - b. **Please Reference IRC and or IBB code books for plumbing requirements.**
 - c. All fixtures shall be installed (toilets, sinks, washing machine, outside faucets) in consideration of cross-connections and the installation of cross-connection devices. Regulation for Cross-Connection Control shall be in conformity with Kansas Administration Regulation 28-15-18 and in the public interest to protect the quality of water to the consumers of Jefferson County Rural Water District #9.
 - d. The house or structure shall not be occupied until the water system has been inspected by and connected to the Jefferson County Rural Water District #9 water main.

9. **SEWAGE DISPOSAL** -- A LWH approved low-pressure sewer system shall be installed at **ALL** new dwelling sites. The installation equipment will consist of a tank assembly, grinder pump unit with PVC slide face valve, electrical box with supply cables, curb stop kit, and a discharge hose/line assembly. **The cost of the equipment will be split 50/50 between the homeowner and the district.** An up-to-date quote will be given to the homeowner to show the current cost of said equipment prior to any construction. The homeowner's 50% **MUST** be paid up front **PRIOR** to the equipment order being placed. Once funds are received from the homeowner, LWH will place the equipment order and report back to homeowner on the ETA of equipment. (Usually about 2 weeks)
 - a. Lakewood Hills retains ownership of lines and equipment from the tank to the main line and requires drivable access to grinder pump for emergency maintenance, repairs and/or replacement.
 - b. All contractor expenses as well as the electrical power usage will be the responsibility of the property owner.
 - c. Homeowner **IS** allowed to use contractor of choice to install the sewer equipment but the contractor **MUST** use all equipment supplied by LWH and ensure the following:

- i. **This is imperative to ensure proper sewer functionality once installed!!**
 - ii. Must have a check valve and a shut off valve installed prior to backfill.
 - iii. New check valves are to be located between the tank discharge line and shut off valve. Check valves are to be placed 1' (one foot) before the shut off valve and approved by LWH to help prevent future line breakage.
 - iv. New shut off valves need to be a minimum of 10' (ten feet) from the sewer main. A riser and cap must be installed for access to the shut off valve in case of emergency.
 - v. **NO OTHER PUMPS SHALL BE USED IN PLACE OF THE LWH SUPPLIED PUMP.**
 - vi. Upon completion of sewer installation, a LWH sewer inspection will be required to ensure proper functionality prior to backfill.
- d. Discharging sump pumps into Lakewood Hills Low Pressure Sewer System is **PROHIBITED**.
 - e. No recreational vehicles (campers, etc.) holding tanks are to be discharged into the sewer system.

10. ELECTRICAL -- All wiring must meet NEMA electrical enclosure specifications. All electrical components must be UL approved and meet NEC and Freestate Electric Co-op standards.

- a. A qualified inspector must inspect and approve all electrical wiring prior to hook-up to outside power lines.
- b. <https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=70>
- c. **Reference IRC and or IBC codes for proper requirements**

11. RETAINING WALLS -- Residential retaining walls that are over four (4) feet high must be designed according to engineering standards to ensure proper stability against sliding and overturning, with a safety factor of 1.5. Any wall that retains more than 48 inches of unbalanced fill, is not laterally supported at the top of the wall, or exceeds twenty-four (24) inches in height, and resist loads beyond soil will also require a professional design.

- a. **Engineering Design:** Retaining walls over four (4) feet high require a professional design to ensure stability against lateral loads, sliding, and overturning.
- b. **Safety Factor:** Walls must be designed with a safety factor of at least 1.5 against lateral sliding and overturning.
- c. **Load Requirements:** Walls that retain more than forty-eight (48) inches of unbalanced fill, are taller than twenty-four (24) inches, or resist lateral loads in addition to soil must be engineered.
- d. **Reinforcement:** If the wall has a concrete or masonry foundation, it must extend a minimum of eight (8) inches above the finish grade, and reinforcing bars must meet specific requirements, such as being continuous around corners and lapped correctly.

12. SWIMMING POOLS -- Application for a swimming pool building permit must be approved by the Lakewood Hills Board of Directors with the recommendation of approval/disapproval by the Lakewood Hills Building Review Committee and the Jefferson County Rural Water District #9. This must be done prior to applying for a swimming pool permit from the Jefferson County Planning and Zoning Office.

- a. **Approval is required for in ground as well as above ground swimming pools.** Pool construction must be completed within 120 days of the construction start date. ALL pools (in ground or above ground) must have a six (6) foot high enclosure with a lockable gate. Any

pool regardless of type that is over 42" tall MUST have a fence around it. Lakewood Hills strongly advises homeowners to purchase additional insurance coverage for pools.

13. CULVERTS -- Lakewood Hills Board of Directors must approve all driveway culvert locations. Pending a recommendation by the Lakewood Hills Building Review Committee, prior to installation.

- a. All repair and maintenance of driveway tubes are the responsibility of the homeowner.
- b. Culvert pipes must be a minimum of fourteen (14) inches in diameter, unless a written variance is approved by the maintenance supervisor, Lakewood Hills Improvement District Board of Directors, and the Building Committee. Six (6) inches of pipe must be visible on each side of the culvert. Pipe must be concrete, corrugated metal or plastic. If plastic pipe is used, it must have a minimum cover of one-foot thickness of dirt or gravel cover over the entire length.

14. FENCING -- Lakewood Hills Board of Directors must approve all fencing prior to erection or construction.

- a. Fences are to be erected/constructed within the property line.
- b. Fences cannot block access to the sewer grinder pump reservoir. The homeowner is responsible for locating all utilities prior to construction.
- c. No fence supports can be placed above an underground utility line. If at any time a fence or any other obstruction interferes with needed utility work, the removal and replacement of the fence will be at the home owner's expense.
- d. Only decorative fences will be permitted in front of a dwelling.
- e. Temporary vegetable garden fencing erected during the growing season must follow fencing placement guidelines and rules but does not require the Board of Directors approval and/or Building permit.

15. CHICKEN/DUCK COOPS & RABBIT HUTCHES -- All chicken coop and rabbit hutch requests must go through the same process as any other building. A building permit, application and site plan need to be completed and building permit fee must be paid. Once the application is completed, it must be submitted to the LWH office to forward to the Board of Directors and to the building committee for recommendation. The Board of Directors will give final approval.

- a. **Shed Style Coop/Hutch:** Must be a free-standing structure with a maximum width of five (5) feet and a maximum length of twelve (12) feet including a run. Maximum height for ALL PITCHED ROOFS is five (5) feet six (6) inches. Maximum height for FLAT OR SLANT ROOFS is six (6) feet six (6) inches. Corrugated metal roofing is PROHIBITED. Wood or wood composite construction only. Must have proper ventilation. Must be predator secure (wire mesh). Maximum of sixty (60) square feet for completed structure.
- b. **A-frame Coop/Hutch:** Designed for 2-3 chickens or rabbits. Maximum height is five (5) feet six (6) inches. Maximum width is six (6) feet. Maximum length is twelve (12) feet, including the run. Wood or wood composite construction only.
- c. **Other requirements:** Coop or hutch must be placed in the backyard unless otherwise approved. Coop or hutch must have a ten (10) foot setback from any property line and from the house. All other proposals will be addressed on a case by case basis.

16. BASIC STRUCTURAL SPECIFICATIONS -- All applicable building and construction codes adopted by Jefferson County shall apply to permits issued by Lakewood Hills. In the event that there is a conflict between standards adopted by Lakewood Hills and those adopted by Jefferson County, the more stringent standards shall apply.

- a. **All structure requirements & specifications shall come from the IRC and or the IBC codes.**

- b. Sheds, Pole Barns and Detached Garages: May be constructed using 26 gauge or better pre-finished steel siding or other approved siding. Siding must match or be complementary to the residential structure. Sheds and detached garage must have a pitched roof.
 - i. Lean-to requests can be submitted on a case-by-case basis.
- c. Carports: Must be metal or wood frame with metal siding. Roof colors must match and/or compliment the existing house.
 - i. Homeowner must submit a building permit and site plan, but the carport WILL NOT count as an added building to the property.
 - ii. Must be 3 sided and anchor to the ground by bolting into a concrete foundation with twist style ground anchors and metal straps. (Masonry screws into the concrete is NOT considered bolting)
 - iii. Anchors must be wind rated for 100+ MPH winds
 - iv. Flooring must be either gravel, concrete, or asphalt and one of these materials must be used as a driveway to the carport.

17. AFFIDAVIT OF CODE COMPLIANCE -- Must accompany the building permit and site plan. An affidavit must be signed by all parties involved in the build and must be notarized. If the Board of Directors of Lakewood Hills deems it necessary in order to preserve the safety and/or the aesthetic quality of Lakewood Hills it may order, at the homeowner's expense, an inspection by a qualified inspector. Should the decision of the qualified inspector indicate a need for any change at all, the expense of the change shall be incurred by the current owner of said property.

18. INSPECTIONS -- To ensure that the original plans are being followed, the Lakewood Hills Board of Directors and Building Review Committee or its agent may have the authority to visit the construction site at a preset scheduled time with homeowner or contractor.

- a. The office will contact the homeowner to schedule the date and time of the meeting. The meeting will be scheduled at a time convenient for all parties involved.

19. REQUIRED INSPECTIONS

- a. Sewer System: Jefferson County Health and Environment and Lakewood Hills requires and will conduct a sewer inspection prior to backfill.
- b. Water line: from house to meter—water hook up will be done by Rural Water District #9. Rural Water District #9 will inspect rough plumbing and water lines before covering and prior to connection to the water meter.
- c. In the case of a Lakewood Hills ordered inspection, documentation of compliance must be sent to the Lakewood Hills Board of Directors before additional work may proceed.

20. RECOMMENDED INSPECTIONS -- It is recommended by the Lakewood Hills Board of Directors that the following inspections be accomplished, at a time when the work is visible, by a certified inspector.

- a. Footing before concrete is poured.
- b. After concrete is poured and inspected, plumbing should be inspected before pouring the floor.
- c. Floor and wall framing when installed.
- d. Rock work, masonry work, fireplace and flu, etc.
- e. Roof rafters and sheeting.
- f. Above ground plumbing.

- g. All electrical installation—circuit box, grounding, etc.

21. MISCELLANEOUS RESTRICTIONS

- a. Regarding structures/outbuildings that are grandfathered in and are not up to current code (non-conforming structures), when more than fifty percent (50%) of that structure/outbuilding is replaced or repaired, the updated structure must meet the current building code.
- b. A maximum of one unattached outbuilding, which includes a detached garage, is permitted on any one lot. If a resident owns two (2) or more adjoining (connecting) lots, they may have one (1) additional outbuilding. Playsets, chicken coops, and/or carports are NOT classified as an additional outbuilding.
- c. No home, residence, addition, or building intended for dwelling shall be built upon above-ground pillars, stilts, or similar foundations.

** All restrictions set forth in this document shall apply to all buildings and/or outbuildings originally constructed, remodeled or rebuilt in case of destruction or damage by fire or other casualty.

22. EXCEPTIONS, VARIANCES, AND WAIVERS -- Any request for an exception, variance or waiver of the requirements and restrictions set forth in this document must be submitted in writing on a Lakewood Hills variance request form to the Lakewood Hills Office. The Board of Directors will have final approval/disapproval pending a review by the Lakewood Hills Building Review Committee.

- a. The Lakewood Hills variance request form can be obtained per request from the office, sent via email or mail, or printed from the Lakewood Hills website. (lwhid.org)
- b. Exceptions, variances, and/or waivers must also be submitted to the Jefferson County Planning and Zoning Office for approval.

23. INVALIDITY -- Invalidity of one of the above restrictions set forth in this document by court judgment or decree shall in no way affect any of the other provisions hereof; such other provisions shall remain in full force and effect.

24. PREVIOUS RESTRICTIONS SUPERSEDED -- The restrictions herein contained shall supersede and take precedence over all other restrictions previously filed of record.

25. APPLICATION -- The foregoing of restrictions shall be applicable to, and binding upon, the lots or parcels of land shown on the plats of Lakewood Hills Improvement District recorded in the Register of Deeds Office, Jefferson County, Kansas.

JEFFERSON COUNTY BUILDING PERMIT APPLICATION FEES

Effective _____, 2026

Residential: \$400.00

Includes: 1) Administrative permits
2) Any Structure to be used for the purpose of providing living area

Additions to Residential Living Area: 100.00

Other Residential Additions: \$50.00

Decks, Porches or additions to these

Accessory Residential Structures: \$75.00

Garages, Sheds, Carports, Gazebos, Storage Buildings, Barns & Swimming Pools (above and in ground pools). Accessory Residential Structures 120 square feet or less (10' by 12') have no permit fees - application requirements apply

Accessory Residential Structure Additions: \$50.00

Commercial Structures: \$200.00

Commercial Additions: \$100.00

Change in Use

Residential Use to Accessory Structure: \$75.00

Accessory Structure to Residential Use: \$400.00

County fees current when posted, recommend calling county ahead of time. Lakewood Hills is not responsible for county permit fee costs.

SURVEYORS LIST

Surveyors Located in Jefferson County:

American Surveying
7531 US59 HWY
Oskaloosa, KS 66066

Steve Tufte
785-231-8090 (cell)
785-863-2990 (home)

Surveyors Located in Surrounding Counties:

BG Consultants, Inc.
1405 Wakarusa Drive
Lawrence, KS 66049

Joseph A. Herring
913-651-3858

CFS Engineers
2930 SW Woodside Drive
Topeka, KS 66614

John Sommers
Survey Project Manager
785-836-4141 (office)

Herring Surveying Company
315 N. 5th Street
Leavenworth, KS 66048

Ben Kramer
785-234-6600 (office)

JEO Consulting Group
534 S. Kansas Ave, Ste. 1100
Topeka, KS 66603

Jess Noll
785-843-7530 (office)
785-551-0450 (cell)

Kramer Consulting, LLC
2335 SE Tecumseh Rd.
Tecumseh, KS 66542

Landplan Engineering, P.A.
1310 Wakarusa Dr., Suite 100
Lawrence, KS 66049
Brian Westberg
785-712-2748 (office)

Travis Haizlip
785-272-4706 (office)
785-580-7527 (cell)

This list is in alphabetical order for each section. Planning & Zoning does not endorse any one surveyor/engineer over another. The above is only a list compiled of surveyors and engineers that have submitted work to our office. Anyone considering retaining a surveyor or engineer should also consult other sources for possible candidates. Above all, you should verify the reference of any professional you retain as well as their record with the Kansas State Board of Technical Professions, 900 Jackson Street, Ste. 507, Topeka, KS 66212-1257, (785)296-3053; <https://www.ksbtp.ks.gov/professions/verifications>

LAKWOOD HILLS SITE PLAN INSTRUCTIONS

Each Lakewood Hills Site Plan shall include the following:

1. Name of property owner, current address, and contact information.
2. Lot number(s) within Lakewood Hills Improvement District
3. A north (N) arrow indicating the direction "North" for the property.
4. All dimensions shall be in feet and inches.
5. All lettering shall be neat and legible.
6. Driveways and access improvements shall be shown.
7. All public and private rights-of-ways and easement lines located on or adjacent to the subject property need to be included.
8. Property lines and dimensions of the lot to be built upon, as well as having directional bearings and distances with reference to identifiable street intersections.
9. Erosion, sediment plan and water runoff need to be defined. Please indicate direction lot slopes for water runoff using directional arrows. Include erosion and sediment control placement.
10. Footprint of existing and proposed buildings on site, showing all dimensions of said buildings and the distances from property lines, streets and easements.
11. Location of all existing and proposed water, sanitary sewer, storm drainage and their easements.
12. Location of all existing and proposed utility lines for electric, telephone and gas service etc. shall be indicated and their locations clearly marked.
 - a. Call DIGSAFE: 1-800-DIGSAFE
13. Locations of any external utility accessory
 - a. (i.e. AC condenser, etc.)

****Site plans can be hand drawn, but must include the criteria explained in the above instructions.**

Additional Resources:

Energy Efficiency and Building Codes in Kansas:

Website: kcc.state.ks.us

Freestate Electric Cooperative:

Phone: 913-796-6111

Website: <https://www.freestate.coop/>

Jefferson County Rural Water:

Phone: 785-876-3018

Email: rwd9rwd9@embarqmail.com

Address: 8463 Oak Point Rd, Ozawkie, KS 66070

Jefferson County Sheriff's Office

Emergency: Dial 911

Non-emergency Number: 785-863-2765

Address: 1360 Walnut St., Oskaloosa, KS 66066.

Website: www.jeffersoncountykssheriff.com

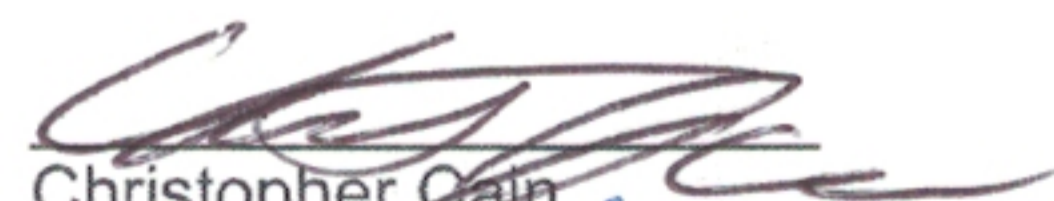
Acknowledgement:


I have read and understand the Lakewood Hills Improvement District Building Codes as set forth herein.

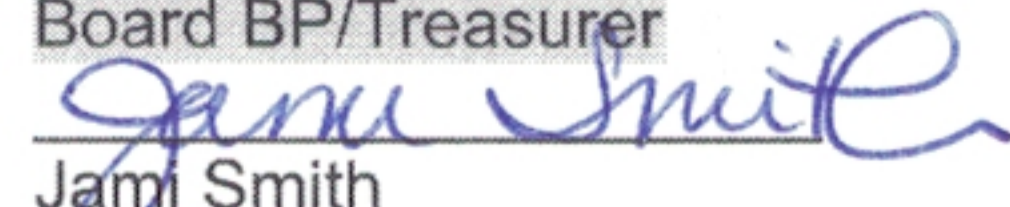
Printed Name

Signature

Date


Christopher Cain
Board President


William Hutting
Board BP/Treasurer


Jami Smith

Board Secretary

