

Lakeview Knolls Homeowners Association (LVKHA)
Standard Operating Procedures (SOP) for New Builds/Remodels

Contact: www.lakeviewknolls.com lakeviewknollshoa@gmail.com

Lot owners wishing to build a new home or add on to their existing home are required to contact the Lakeview Knolls Homeowners Association per LVKHA Covenants section C.15.

While the most important regulations and procedures governing construction in the association come from Johnson County and the State of Iowa, all new construction or additions must have the review and written approval of the Lakeview Knolls Building Committee and Lakeview Knolls Homeowners Association. This process allows the association to review the location of construction activities relative to utilities and easements, and generally helps homeowners avoid future problems. Depending on the scope of the project, the approval process can be fairly quick and informal.

For construction of new homes or substantial additions, homeowners must submit a site plan to the HOA. When in doubt whether the project requires a site plan, please reach out to LVKHA at lakeviewknollshoa@gmail.com.

- The site plan should show the location of the proposed construction on the lot, as well as the location of any nearby property lines.
- It is the homeowner's responsibility to ensure that the project complies with county and state requirements as well as those of LVKHA.

Depending on the magnitude of the project, additional documentation and requirements that may apply are listed below to help plan. Some of these may be needed for compliance with the Johnson County permitting process, while others outline procedures for interacting with LVKHA sewer/water infrastructure or describe general requirements for the construction/remediation process.

A. Johnson County Building Permit

- a. Contact the Johnson County Planning, Development and Sustainability (PDS) Department.
- b. Resources:
 - i. <https://www.johnsoncountyiowa.gov/pds/building-permits-faq>
 - ii. <https://www.johnsoncountyiowa.gov/pds/building-permit-application-checklist>
 - iii. https://johnsoncountyiowa.gov/sites/default/files/2023-05/Building%20Permit%20Application_Fillable.pdf

B. Erosion Control Plan

- a. May be required by the Johnson County PDS Department and the Army Corp of Engineers (ACE)
- b. <https://www.johnsoncountyiowa.gov/pds/erosion-and-sediment-control>

C. Storm Water Remediation

- a. Per the LVKHA covenants, lot owners may not adversely affect the flow of water onto other lots.
- b. Resources:
 - i. <https://www.iowadnr.gov/portals/idnr/uploads/water/stormwater/constructionmanual.pdf>

- ii. [https://www.iowadnr.gov/Portals/idnr/uploads/water/npdes/GPs%201%20-%203/Summary%20Guidance%20GP2%20\(2022-12\).pdf](https://www.iowadnr.gov/Portals/idnr/uploads/water/npdes/GPs%201%20-%203/Summary%20Guidance%20GP2%20(2022-12).pdf)
- iii. <https://www.iowadnr.gov/Portals/idnr/uploads/water/npdes/gp2.pdf>

D. Sewer and Water Hookup Plan (if the project does not affect LVKHA water/sewer systems, this section does not apply)

- a. If the construction will attach to the LVKHA sewer and water system, a plan for doing so is required.
- b. The LVKHA Water and Sewer Maintenance Technician must inspect the water and sewer hookups before the pipes are buried.
- c. If damage to infrastructure is suspected, additional video inspection of lines may be required.

E. Other Requirements

- a. Contractors are required to remediate damage to association roadways and neighboring properties.
- b. Construction hours are between 7:00 AM and 10:00 PM. Construction equipment must not be operated outside of these hours.
- c. Any construction activities expected to block traffic or directly affect neighboring homeowners must be communicated to the association and the affected parties 24 hours in advance.