



## **Construction Permit FAQ**

Please contact Erica Maurer, Lease Technician, at 330-556-4834 or [emaurer@mwcd.org](mailto:emaurer@mwcd.org) to discuss any specific questions, you have regarding construction on your lot.

### **Q. Is a construction permit required for my project?**

**A.** Per your lease agreement with MWCD, a Construction Permit is required prior to any exterior update to your lot (above or below ground). By obtaining a permit, you help to ensure that your investment meets MWCD construction requirements prior to spending any time or money on a project. Not sure if your project requires a permit? Please call Erica Maurer to discuss your project.

### **Q. How do I apply for a construction permit?**

**A.** To obtain a construction permit, fill out the construction permit application form (found on the MWCD website or by contacting Erica Maurer). Submit the completed form, along with any necessary supplemental documents and/or permit fee payment (if required), to [emaurer@mwcd.org](mailto:emaurer@mwcd.org) or mail to: MWCD, 1319 Third St NW, New Philadelphia, OH 44663, Attn. Erica Maurer. You can also call 330-556-4834 to pay fee by credit card.

### **Q. How long does it take to get a permit?**

**A.** Following the submittal of all your required documents and color samples, we will make every effort to get you a permit within 3-5 business days.

### **Q. Do I need to pay a permit fee for my project?**

**A.** New construction projects (anything changing/adding to the footprint of structures on the lot) have a permit fee ranging from \$25-\$250 depending on size and type of project. Maintenance projects (painting/ staining/ roofing/ siding/ etc.) existing structures do not have a permit fee. Contact Erica Maurer to verify which fee is associated with your project.

### **Q. What if I don't obtain a construction permit prior to starting my project?**

**A.** Projects completed without a permit are subject to a minimum \$100 assessment per project, in addition to any required permit fees. If a color is unapproved or a structure is located within the 15' setback or off lot, it will be required to be corrected.

### **Q. What colors am I allowed to use on my structures?**

**A.** Any exterior color must be as dark or darker than the seven (7) MWCD-approved colors (Taupe, Brown, Gray, Blue, Red, Green, Black). Color selection must receive approval from MWCD (through a permit) prior to its application to your cottage. A physical color sample may be required prior to approval. Submittal of color samples with your application can often expedite the permit process. If you do not have a copy of the "Residential Construction & Maintenance Requirements" document, which contains physical color samples of our approved colors, please call (330) 556-4815 and ask for a new copy to be mailed to you.



**Q. Besides colors, are there any other building restrictions?**

**A.** Every leased lot has a 15 foot “no build” setback area around the entire lot (15’ inside your lot lines). With few exceptions, no permanent structures are allowed to be constructed within the setback area. If you think there is a chance that your project may need to be located partially/completely in the setback, contact Erica Maurer to discuss possible options. Additionally, some of our lots have utility easements and/or the US Army Corps of Engineer’s flowage easement on them. If your lot has an easement on it, additional building restrictions will apply.

**Q. Does MWCD require me to use certain contractors or specific materials?**

**A.** MWCD does not recommend or require you to use any specific contractor, material, or manufacturer. You may choose whichever material and manufacturer you want, as long as it meets MWCD color/location regulations.

**Q. Does MWCD review my construction plans for building code requirements?**

**A.** MWCD does not review plans to ensure structural integrity/ building code approval. We only review plans for location on the lot and color approval. Your local county/jurisdiction may have building requirements in addition to MWCD requirements (such as zoning, county/state building code, etc.). MWCD regulations do not supersede your local jurisdiction regulations. It is your responsibility to ensure that all necessary permits are in place and that the work being done is done properly.

**Q. Am I allowed to have white windows?**

**A.** Window frames are permitted to be white (or lighter natural shades). Window trim or capping must adhere to MWCD color regulations and receive approval. Like windows, sliding glass doors are permitted to have white frames. Besides these exceptions, white is not an approvable color.

**Q. Do I need a permit to install or repair a septic system or well?**

**A.** Yes. In most cases you also need a permit from your county health department. Contact the health department first and obtain a permit through them. Once you obtain their permit, please send us a copy of it and we will then issue a construction permit for the work.

**Q. Are exposed concrete block walls/retaining walls acceptable?**

**A.** Exposed concrete block/poured concrete is generally too light of a color to be approved. Concrete block/ poured concrete foundations are required to be painted/stained and/or covered. Exposed concrete is only permitted to a height of 1’-2’ above grade. Concrete at ground level (for driveways/patios) is allowed.

**Q. Do I need a permit to trim or cut down trees on my lot?**

**A.** We do require a tree permit for any tree removal or trimming. Please contact call 330-556-4815 or [akaurich@mwcd.org](mailto:akaurich@mwcd.org) to request a tree permit.

**Q. Do I need a permit to install/upgrade a dock or construct access steps to my dock?**

**A.** Yes. Please contact Jared Oakes, Shoreline Coordinator, to discuss any questions regarding docking or shoreline access at 330-556-5102 or [joakes@mwcd.org](mailto:joakes@mwcd.org).