

Pre-Construction Checklist for Major Construction Project (Permit required)

Name of Leaseholder: _____

DLA Address: _____

Home phone: _____ Cell phone: _____

Email: _____

Date submitted: _____

General Contractors Name: _____

General Contractors Representative: _____

General Contractors Phone: Office: _____ Cell: _____

General Contractors Email: _____

Estimated Start Date: _____ Estimated Completion Date: _____

No work shall be permitted during the Assembly Park No Construction period (01JUL thru Labor Day)

Note: If more time is required, please notify the DLA Construction and Architectural Committee

Describe work to be done

Is Soil Erosion and Control Plan required? Yes: _____ No: _____

If yes, has it been submitted and accepted? If No, state why

Will there be any excavation or trenching? Yes: _____ NO: _____

(Any excavation or trenching must be barricaded and/or fenced)

What type of equipment will be used? _____

Assembly Park has permeable paver roads. The roads have voids between the paver blocks which provide drainage for storm water and must not be plugged with dirt, debris, or any foreign material. It is the responsibility of the leaseholder, contractor, or leaseholder trustee, beneficiary, manager, or member to ensure that this situation does not occur. If the pavers are damaged or plugged, DLA will repair such damage at a cost to the leaseholder of \$65 per square foot or a minimum charge of \$350.

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Permission to proceed from the DLA Board of Directors will be based on the completion of all pre-construction requirements. The Caretaker or Construction committee will monitor the daily activities of the project. If heavy equipment is required, the Construction committee will designate a route to be used.

Note: The Leaseholder is responsible to reimburse the DLA Board of Directors and or the DLA Construction and Architectural Committee for any expenses they may incur.

Leaseholder will be responsible for any damages to Delavan Lake Assembly Common areas including but not limited to the roadways.

Leaseholder Initial _____

Date Approved by DLA Board: _____

Please submit this form, completed Contractors Information form, and the DLA Construction Rules and Regulations Acknowledgement form to the DLA Board Secretary.