

Pre-Construction Checklist for Non-Emergency Construction Approval (No Permit required)

Name of Leaseholder: _____

DLA address: _____

Lot #: _____

Home phone: _____ Cell phone: _____

Email: _____

Date submitted: _____

Contractor name: _____

Contractor Representative: _____

Contractor Phone Number: _____

Contractor Email: _____

Certificate of Insurance Submitted: Yes _____ No _____

Estimated start date: _____ Estimated completion date: _____

If more time is required, please notify the Caretaker or DLA Construction Committee member

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

Work hours are limited to between 8:00 a.m. and 8:00 p.m.

Describe type of work to be done

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.

Permission to proceed from the DLA 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.

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

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Leaseholder Initial _____

Repairs are to be made to preapproved area only.

Please submit this form and the DLA Construction Rules and Regulation Acknowledgement form to the DLA Board's Secretary.

Date Approved by DLA Board: _____