



**Steps in the Application Process:**

1. Land Owner contacts Lake Warden with intent to construct a new Dock, Boat Ramp or make shoreline stabilization improvements.
2. New land owners name will be included on Land Owner List in City Hall Office.
3. Lake Warden will make site visit and approve the location, plans and sign off on check list.
4. Land Owner fills out application and submits all paper work to city hall and pays all fees.
5. Application will be stamped PAID and a copy will be made for the Lake Warden and a copy will be returned to the Land Owner to complete the check list procedures as contraction occurs.
6. When construction is complete land owner will bring completed check sheet to city hall and they will be issued the new Dock or Ramp permit plates.
7. Permit plates will be given to Lake Warden or Land Owner to attach to the property.

**NOTES and changes to make:**

# City of Roxboro Building Permit Application for Lake Roxboro

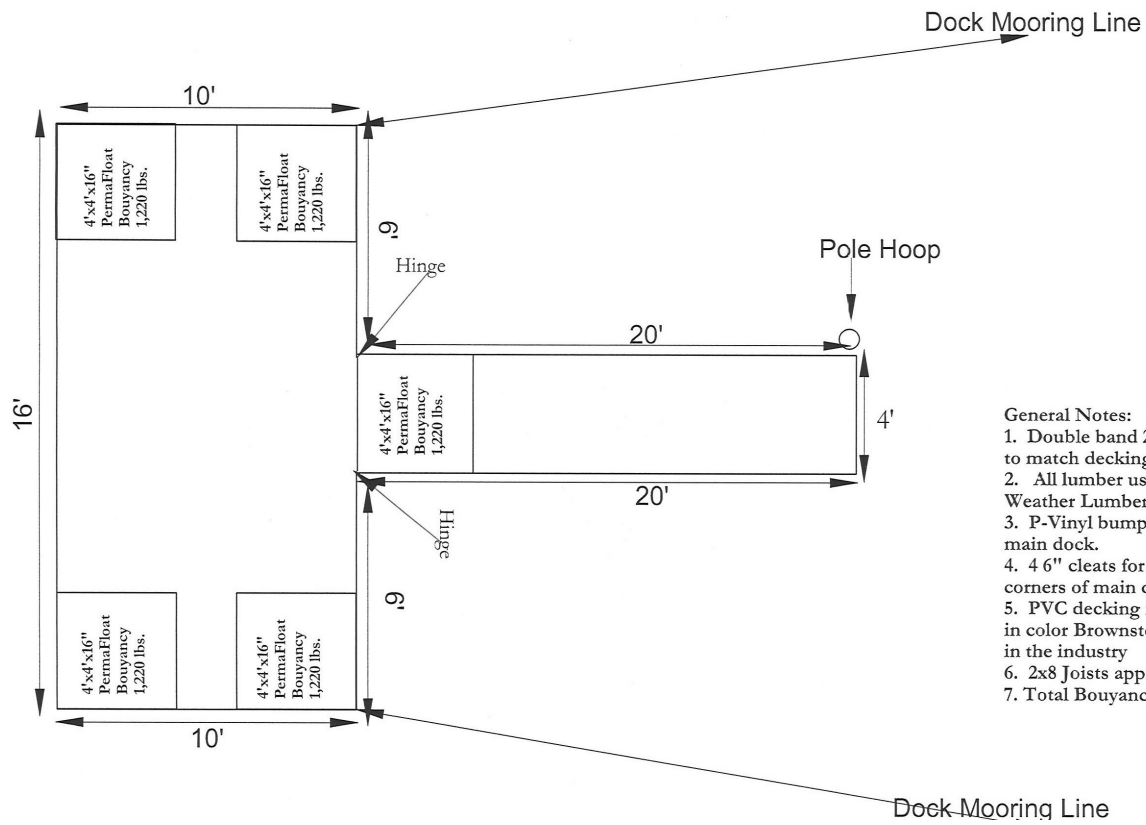
## Check List

The following process is for new construction on Lake Roxboro and City Property around Lake Roxboro. This covers any construction or shore line improvements to the City of Roxboro Property over water or land. All the information and steps listed below must be filled out completely and signed off by the Lake Warden before any construction starts and any permit is issued. The City of Roxboro holds the right to reject any construction that does not follow the regulations of the Lake Roxboro Ordinance. If any of the construction process requires an additional permit from the state of North Carolina, Caswell or Person County, it is still the City of Roxboro and the City Manager's right to reject any project or application.

<u>Process:</u>	<u>Yes</u>	<u>No</u>
<ul style="list-style-type: none"><li>• The Lake Warden is Notified with intension for new construction on City Property.</li></ul>	_____	_____
<ul style="list-style-type: none"><li>• A floor plan drawing to scale must be submitted for approval.</li></ul>	_____	_____
Approved by the Lake Warden: Signature: _____		
<ul style="list-style-type: none"><li>• A site visit by the Lake Warden has been made and approved the location for any construction and proper set backs and city property lines have been established.</li></ul>	_____	_____
Approved by the Lake Warden: Signature: _____		
<ul style="list-style-type: none"><li>• Contractor for the project has read and fully understands the Lake Roxboro Ordinance.</li></ul>	_____	_____
<ul style="list-style-type: none"><li>• Inform the Lake Warden that construction has started.</li></ul>	_____	_____
<ul style="list-style-type: none"><li>• Protection from any soil run off from the construction site is in place and working properly.</li></ul>	_____	_____
<ul style="list-style-type: none"><li>• Inform the Lake Warden that construction is complete.</li></ul>	_____	_____
Final Approval from Lake Warden inspection: Signature: _____	_____	_____

**Any permits or applications applied for and approved by the State of North Carolina, Caswell County or Person County must be attached to this application. The City of Roxboro retains the right to have the final say over any other permits issued. If this check list is lost during construction you will be required to restart the entire process.**

## Example of Drawing to scale and map



### General Notes:

1. Double band 2x8 all outside framing painted to match decking
2. All lumber used is Top Choice Severe Weather Lumber
3. P-Vinyl bumper guard on all sides of main dock.
4. 4 6" cleats for boat mooring in all 4 corners of main dock
5. PVC decking is Fiberon Paramount in color Brownstone carrying the best warranty in the industry
6. 2x8 Joists approximately 16" on Center
7. Total Bouyancy of 6,100 lbs

