

The Congregational Summer Assembly

Dear CSA Member

Thank you for notifying the Congregational Summer Assembly of your plans to build, remodel or rebuild on the CSA grounds. You are only required to obtain CSA approval if you are expanding the “footprint” of your existing structure or if you are modifying your well or septic system. Adding a deck, porch, access ramp, stairs, etc. qualifies as increasing your structure’s footprint. The process you need to follow in moving forward with your project is:

1. At a minimum, you must obtain the following permits, in the following order, to proceed is construction:
 - a. Approved CSA Application for Construction
 - b. Approved Crystal Lake Township Zoning Permit
 - i. Obtain Zoning Application from Township website:
<https://www.crystallaketwp.org/>
 - ii. The CLT zoning permits requires, among other documents, paperwork showing that the Benzie-Leelanau Health Department has inspected or approved the well and septic system. <http://www.bldhd.org/>
 - c. Approved Benzie County Building Permit. Permit applications and instructions to obtain a building permit are available on Benzie County’s website
<http://www.benzieco.net/>
2. Carefully read the copy of the CSA Rules and Regulations of Construction that is enclosed with this notice.
3. Collect the documents required by these rules and by the various county offices. These permits require much of the same information and each require a processing fee.
4. Complete the CSA Application for Construction Approval form included in this notice and return it with copies of your documents to this office. It will be authenticated and returned to you.
5. Make sure the corners of your lot and the corners of your new structure have been accurately marked with identifiable stakes.
6. If the size or configuration of the lot requires a variance from the attached rules, your request will be directed to the Board of Trustees and the neighbors for approval.

If you have questions about the CSA Application for Construction Approval form, please contact the chairperson of the Construction Review Committee or the Managing Director.

Thank you for your cooperation

Sincerely,

The Construction Review Committee

CONGREGATIONAL SUMMER ASSEMBLY (CSA)
APPLICATION FOR CONSTRUCTION APPROVAL

CSA Lot Number(s) _____ PP# 05-100-_____-_____ Date received _____ by: _____

Before beginning any construction or excavation, all CSA property owners shall review the current construction rules and regulations, shall complete this application, and shall submit it for and receive the required approvals.

Contact Information:

Name of Owner _____ Email _____

Summer Address _____ Phone (____) _____

Winter Address _____ Phone (____) _____

Contractor _____ Phone (____) _____

Address _____

Lot (R1 or R2) Size: ____ Larger than 12,000 square feet; or ____ Less than 12,00 square feet (requires Trustee approval)

New construction on lots smaller than 8,500 square feet or less than 75 feet wide is prohibited by the CSA Rules.

Procedural Steps: (For items #1 and #2 include separate sheets and submit in duplicate to CSA Managing Director)

1. Establish Ownership and Authority:
 - ___ a. The names and permanent addresses of all the owners of the property.
 - ___ b. A photocopy of the most recent tax bill
 - ___ c. A photocopy of a valid deed showing the present applicant's names as owners of the property
 - ___ d. Written authorization from each owner naming applicant as the person authorized to act for the other(s)
2. Prepare Construction Documents:
 - ___ a. A copy of a recent certified site survey of the owner's property
 - ___ b. A site plan drawn in accordance with the **CSA RULES FOR CONSTRUCTION**, showing building location, setbacks, driveway, parking, well and septic systems, roads or nearby structures
 - ___ c. Building plans dimensioned and scaled, including foundation plan, consistent with survey, and all elevations
 - ___ d. Soil erosion, storm water stabilization, critical dunes, Crystal Lake watershed, or other information, if required by law
3. Submit documents prepared in #1 and #2 for preliminary CSA approval to Managing Director or Construction Review Committee for properties over 12,000 square feet or to CSA Trustees for property less than 12,000 square feet
4. Seek County and State Approvals and obtain permits or letter stating that no permit is required for project

I, _____, an owner of CSA Lot(s) _____, for all the owners of said Lot(s), agree that we have received, read, and understand the RULES FOR CONSTRUCTION ON AND USE OF PRIVATE PROPERTY ON CSA GROUNDS (updated 11/10/2011). Further, in consideration of the rights and privileges granted to property owners on the Congregational Summer Assembly (CSA) grounds, we agree to comply with and follow all said *CSA Rules*. We have provided our contractor(s) with a current copy and also directed our contractor(s) comply with them. We understand any noncompliance with CSA Rules or applicable State or County laws will render the approval null and void, and any violation shall be corrected at the owner's expense.

For all the owners:

_____ Date _____

THE SIGNED PLANS ATTACHED HAVE BEEN APPROVED AS COMPLYING WITH *THE RULES FOR CONSTRUCTION ON AND USE OF PRIVATE PROPERTY ON CSA GROUNDS*. THIS APPROVALS IS REQUIRED BEFORE SEEKING A BENZIE COUNTY BUILDING PERMIT OR THE START OF ANY SITE CLEARING, EXCAVATING, OR CONSTRUCTION.

By: _____ Date _____

By: _____ Date _____

**RULES FOR SALE, CONSTRUCTION ON, AND USE OF PRIVATE PROPERTY
ON THE CONGREGATIONAL SUMMER ASSEMBLY (CSA) GROUNDS**

(Adopted by the Board of Trustees _____; Updated 11/11/2011)

(These Rules are an update and consolidation of the policy originally adopted by the Trustees and accepted by the Assembly in July 1964. Included are additions and modifications made and approved in 1967, 1973, 1987, 1992, 2001, and 2011. Also included are updates to reflect State and local laws as of 2011).

Since 1964, all purchasers of Assembly lots and their successors have been required to adhere to rules governing the sale, construction on, and use of such land. These restrictions were imposed in accordance with the Bylaws to insure the safety and well being of all property owners and to protect the values and traditions consistent with the best interest of the Assembly.

CONGREGATIONAL SUMMER ASSEMBLY REGULATIONS ON THE SALE OR TRANSFER OF PROPERTY

At the present time, Assembly property owners are not required to obtain approval to transfer ownership of lots or lot-parcels as platted or previously recorded by Benzie County. Transfer of ownership shall be reported to the Managing Director to insure the privileges of the new owners. Owner(s) shall not subdivide, resell, or transfer any part of recorded lots or lot-parcels without the prior approval of the Board of Trustees.

CONSTRUCTION OR REMODELING OF A BUILDING ON THE ASSEMBLY REQUIRES A NUMBER OF APPROVALS.

As of 2012, it is important to follow the sequence below to minimize duplication and/or delays:

- a. CSA's "approval in writing" (see below)
- b. Well and/or Septic Permit from Benzie Health Department (contact them to make sure your water and sewer systems are adequate if adding a bedroom on a remodel or addition)
- c. Land Use Permit from Crystal Lake Township
- d. If applicable, Soil Erosion Permit from Benzie County Zoning department
- e. If applicable, permit from DEQ or DNR
- f. If applicable, driveway permit
- g. Building permit from Benzie County
- h. Energy analysis form as required by Benzie County

State and local requirements are subject to change; therefore, the above list is presented as a guideline. Additional information is available from the Managing Director, Benzie County (website www.benzieco.net), and Crystal Lake Township (website www.crystallaketwp.org).

CONGREGATIONAL SUMMER ASSEMBLY (CSA) CONSTRUCTION REGULATIONS

1. No building or structure of any kind shall be commenced or erected nor shall any additions to or exterior alterations to any building be made until the building plans, specifications, and other required information have been approved in writing by two individuals: 1. By the CSA President or Vice-President and 2. By the Managing Director or the Chair of the Construction Review Committee. Such plans and specifications shall be submitted to the Managing Director in duplicate along with a completed Request for Construction Approval form. One of the signed duplicated copies shall be retained in the Trustees' files. The other signed approved copy shall be returned to the owner or builder. The building plans and specifications shall be identical to those submitted to Benzie County jurisdictions for their approval.

For CSA approval the following information is required:

- a. A site survey of the lot or lot-parcel showing the location of the building, front, side, and rear setbacks, proposed septic tank and drain field or holding tank, proposed well or pipes bringing in water from sources outside the property, and adjacent CSA common property or roads, any existing or known proposed well or septic system within 50 feet of the applicant's property line, any access road(s), and parking spaces for at least two (2) vehicles on said property
 - b. The building plan including scale floor plans and scale elevations on all sides of the building
 - c. Plans for the method of access during the demolition of existing building(s) and/or erection of the new building
 - Damage to the surrounding property or roadways or interference with normal water drainage shall be restored to its preconstruction condition
 - d. If grading is required, the proposed grading plan and a soil erosion and storm water control plan
 - e. If a variance is requested and Board of Trustee approval is required, a letter of comment from all Assembly land owners within 300 feet of said property
2. Any lot or lot-parcel on which any building shall be erected shall be furnished with an adequate water supply and a plumbing system for sewage disposal at the expense of the occupant or owner(s). All installations shall meet the approval and requirements of the Benzie County Health Department.

3. Each dwelling erected shall be located on a lot or lot-parcel having a width of not less than 75 feet and containing not less than 8,500 square feet in area. New construction or increase in size of footprint on lots smaller than 12,000 square feet requires additional formal approval by the Board of Trustees. Whenever contiguous, undersized, non-conforming lots, whether developed or undeveloped, are under common ownership, the lots shall be combined into one lot until the minimum lot size is achieved or at least achieves a lesser degree of non-conformity. The requirements of this section shall not apply to plans previously approved in writing for construction. The "plans previously approved for construction: exclusion has a three (3) year limit from the date of approval until the start of construction and only applies to the person(s) receiving the approval. Hereafter, any lots sold by the Assembly shall only be sold in groups sufficiently large to meet the requirements of this section. In the event that the main existing building on a lot or lot-parcel smaller than above mentioned size should be destroyed in whole or part for any reason, this section does not restrict the owner from rebuilding, as long as the new building occupies the same footprint of the destroyed building. NOTE: "footprint" includes foundation and any porch or deck 12" or more above finished grade.
4. Subject to the additional requirements of Crystal Lake Township Zoning Ordinances, the maximum occupied space allowed is thirty (30) percent of the lot area.
5. A single family dwelling shall have a minimum width of twenty (20) feet over fifty (50) percent of the entire structure. Maximum structure height shall be twenty-eight (28) feet.
6. No new construction (including overhang) shall be erected nearer than 10 feet from the sidelines, nearer than 15 feet (25 feet in R-2) from the rear line, or nearer than 25 feet from the front line of a lot or lot-parcel. No new construction (including overhang) shall be erected nearer than 25 feet from a private, existing, and/or platted CSA roadway. Now new construction (including overhang) shall be erected nearer than 50 feet from highway right-of-way of M-22 or South Shore Road. Variations from this regulation may only be made for hardship by reason of peculiar shape of the lot or lot-parcel or because of an unusual contour of the lot. Such variations shall be approved in writing by the Board of Trustees or the Executive Committee of the Board.
7. No outhouse shall be erected, permitted, or used at any time on any lot or premises on the CSA grounds. Porta-potty type facilities used on a construction site are an exception, and one shall be provided when County approved sanitary facilities are not available on site.
8. All new power, telephone, cable, and/or Internet service lines to a residence shall be underground.
9. All new extensions of undeveloped, platted roads shall be a minimum of fifteen (15) feet wide and shall follow the right-of-way as shown on the original Assembly Plat or as modified by court action. The cost of construction shall be at the expense of the property owner. Exceptions to this section or any other change to the Plat shall be approved by both the Trustees and the Circuit Court.
10. During any construction, contractors and workers shall be required to observe Assembly Construction Hours (8 am to 5pm, Monday through Saturday), limit onsite parking, protect the environment, and restore all common property and roadways to their preconstruction condition. Under documented special circumstances, the Managing Director may waive in writing some all of the requirements of this section.
11. The exterior of the building and final grading shall be completed within one year of the date of the start of construction unless the Managing Director grants more time in writing.
12. The owner must agree in writing to abide by CSA construction rules and must furnish the general contractor with a copy of these regulations prior to the start of construction. Any violation of this policy shall be corrected at the owner's expense.

USE OF PROPERTY REGULATIONS:

1. No building shall be used for any purpose other than residential purposes. No dwelling shall be used for commercial purposes of any kind. (Rentals for periods of one or more weeks in compliance with County regulations and Assembly traditions are excepted.)
2. No building or structure of a temporary nature such as a motor home, camper, travel trailer, shack, lean-to, or tent shall be maintained on any lot in the Assembly. Notwithstanding, a motor home or travel trailer may be parked on Assembly property for not more than 48 hours provided it shall not be used as living quarters during such period and written permission is obtained from the Managing Director.
3. Boats and trailers shall not be stored on Assembly common property without the written permission of the Managing Director. With permission, a maximum of two days is allowed. Permission shall never be given for storage on wetland areas or anywhere heavy vehicles might damage the ecology. Recognizing that secure storage is available locally, the Assembly discourages the storage of large boats and trailers on private property within the Assembly grounds.
4. Garbage and waste material shall be stored in a sanitary container with a secure cover or lid if stored outside. No incinerators of any type shall be allowed in the Assembly grounds and no burning of such garbage, trash, or other waste material either inside or outside of any type of container shall be permitted on the Assembly grounds.
5. Burning of leaves, grasses, and or/and tree material outside is prohibited.
6. No trees or brush shall be cut or trimmed on common property without the written approval of the Managing Director