

Lake Perry Guidelines

These Guidelines are not to be confused with the Lake Perry Restrictions. Complete copies of the Restrictions are available from the Lake Perry Administration Office, and on the website (lakeperry.com). All lot owners are responsible for obtaining, reading, and adhering to both the guidelines and the restrictions.

The following is an index to help lot owners more easily find the answers to frequently asked questions about these guidelines. It is not all inclusive:

- Lake Perry is a gated community consisting of privately-owned lots with common ownership of amenities such as the lake, pool, recreation center, roads, bathhouses and laundry facilities, pavilions, recreational space, etc.
- Each property owner is a member of the Lake Perry Lot Owners Association and as such, is assessed an annual maintenance fee which is used to maintain and improve the common facilities and for the management and protection of the community.
- The overall structure of the community and its governance is defined in a complex set of deed restrictions. These restrictions establish the Lot Owners Association and its elected Board of Trustees.
- The Board of Trustees are charged with managing the property, business, and affairs of the association. The board is responsible for developing and promulgating guidelines and policies for the use of the common areas.
- The Board of Trustees retains its right to amend these policies when in its judgment, is deemed to be in the best interests of the community as a whole.

CAMPING

Camping at Lake Perry is only permitted in specified areas. Read the restrictions for complete regulations. In general, Tanglewood Trails and Plat 3 are designated as camping areas, subject to the restrictions for those areas.

Camping is allowed in Plat 4 on lots 74,75, 88-95, and 100-104. Certain lots in Plat 5, 89-142 (except lot 91) and 145-153 are designated as mixed-use lots and may be used for camping.

Camping is absolutely prohibited in the other lots of Plat 4 and 5, and in all of Plats 6 and 7.

Camping on Plat 8 is permitted only if the site is at least 1000 feet from the lake. Otherwise, Plat 8 is subject to the same camping restrictions as Plats 6 and 7.

Temporary camping may be allowed by permit in Plats 1 and 2 at the discretion of the Board of Trustees. Permits are available for three days, a four-day permit is allowed on holiday weekends and a ten-day permit may be issued once a year. Anyone requesting a camping permit outside of these parameters will need Board permission 48-hours prior to the permit going into effect. All camping permits must be posted so that they are visible from the access road to the property.

BUILDING GUIDELINES

All construction/building requires a permit. The purpose behind building restrictions and guidelines is to ensure safe construction, to provide some guidance as to what is acceptable for resale, and to maintain and enhance values of adjacent properties. The following guidelines are a summary of policies which are intended to complement the restrictions stated elsewhere.

1. The Lake Perry Lot Owners Association will follow every legal approach to enforce the building restrictions filed for each plat of the community.
2. Anyone who attempts to avoid the building restrictions may be faced with certain court action.
3. To be approved, a building must meet the NBC (National Building Code) standards, the appropriate square footage requirements, and the specific approval by the Board of Trustees of the Lot Owners Association, of details such as location on the lot, site improvements, grading, and landscaping.
4. To obtain a Building Permit for a residence, the following must be submitted to the Lake Perry office for approval:
 - a. A Site Plan showing pertinent elevation, location of the house, driveways, water and sewer locations, landscaping, etc. to a minimum scale of 20' to an inch. (See page 7 of the restrictions).
 - b. A Building Plan to a minimum of 1/4" scale which shows:
 - 1) Architectural features
 - 2) Building elevations
 - 3) Porches and materials used
 - 4) Floor plans showing rooms and closet size
 - 5) General structural detail
 - 6) Materials used such as windows and finished walls (inside and outside)

Note: Plans of ground level finished areas must show details regarding finished floors, walls, etc. Unfinished first floor areas will be considered basement areas and consequently will not be considered part of the required square footage. The required square footage for each plat can be found in the General Scheme of Restrictions.

SIZE OF STRUCTURES

The minimum floor area requirements for any permanent residence on Residential Lots are as follows (exclusive of garages and porches):

- **Port Perry Subdivision No. 1:** Minimum of 680 square feet
- **Port Perry Subdivision No. 2:** Minimum of 1,000 square feet
- **Port Perry Subdivision No. 3:** Minimum of 800 square feet
- **Port Perry Subdivision No. 4:** Minimum of 850 square feet
- **Port Perry Subdivisions Nos. 5 and 6:**
 - Non-lakefront lots: Minimum of 850 square feet

- Lakefront lots: Minimum of 1,000 square feet
- **Port Perry Subdivision No. 7:**
 - Non-lakefront lots: Minimum of 1,000 square feet
 - Lakefront lots: Minimum of 1,250 square feet

SETBACKS

No structure shall be located closer than twenty-five (25) feet (thirty (30) feet for Residential Lots in Port Perry Subdivisions Nos. 5 and 6) from rear lot lines or from the nearest edge of any roadway easement affecting the lot, nor less than ten (10) feet from any side lot line.

All structures on lakefront lots must be set back a minimum of twenty-five (25) feet (thirty (30) feet for Residential Lots in Port Perry Subdivisions Nos. 5 and 6) from the front lot line, ten (10) feet from all side lot lines, and twenty (20) feet from the rear lot line markers.

5. Construction of docks, buildings, and site improvements require approval before any work begins. If the plans involve development of a site of one acre or more, the lot owner must receive a "State Land Disturbance Permit" prior to seeking board approval. The application for the state permit is made to the Division of Natural Resources. This process involves a storm water management plan. Plans must be submitted for a Building Permit at least two weeks in advance.

6. If work is being done which involves crossing an asphalt road, the contractors are required to bore under the road rather than digging it up. If for some reason a trench must be dug, the lot owner is responsible for repairing the asphalt with hot mix to return it to its original condition. Deposit must be paid to Lake Perry in advance.

7. On certain lake fronting lots, the property between the lake and the platted lots was deeded to the Perry County Land Company, Inc, which is the official corporate entity of the Lake Perry Lot Owner's Association. In order to allow lot owners to build a boat dock or mooring area, the Board of Trustees has developed a policy and procedures necessary to grant licenses for the use of this property. Once the license is granted (in the form of a building permit) the lot owner assumes full responsibility for the maintenance of any structures and/or improvements to the shoreline. The full text can be found in Appendix one of this document.

8. Lot owners may petition the Board of Trustees for the consolidation of adjacent lots. In most cases, if the lots meet the adjacency test, the request has been granted. From time-to-time owners of consolidated lots wish to re-subdivide the lots into different configurations and numbers of lots. The Board of Trustees has adopted a policy and procedures for subdividing which includes an approval process and a replat fee. The entire policy can be found in Appendix two of this document.

9. Lot owners are responsible for their own actions and those of their contractors during the project period. This responsibility includes ensuring that the project lot remains free of debris, that lake-provided dumpsters are not used for construction materials, and that all roads used for access to and from the lot remain clear of debris, including dirt, gravel, sand, or similar materials. Any violation of the foregoing provisions will result in a penalty of **\$100 per day**, assessed to the lot owner, until all issues are fully corrected.

Building Permit Requirements

1. A permit fee is required. (Contact association office for a listing of current fees).
2. The property owner is responsible for contractors, deliveries, workers, etc. on the construction site.
3. Do not use the property of others for access or parking without expressed written consent of the property owner.
4. Property owners will be charged for the repair of any damage to common ground by anyone involved in the construction process.
5. Building permits must be posted so that they are visible from the nearest roadway.
6. Certificates of insurance from anyone performing work on the site must be available at the request of the Lake Perry office.
7. Arrangements for the installation of utilities are the responsibility of the lot owner. Water and sewer hook-ups are arranged with current water services.
8. All building permits will require an address sign to be erected on the lot of the permit applicant, indicating the plat and lot number. The lot owner's name and/or street name may also be included. By displaying an address sign, emergency vehicles, delivery trucks and others looking for a particular lot will be able to find their destination in an expedient manner. The full text of sign requirements can be found in Appendix three and as a supplement to all building permit applications.

SWIMMING POOL AND SWIMMING AREAS

The guidelines contained in this summary are meant to promote water safety and protect the well-being and health of all persons at Lake Perry. Each lot owner needs to try to promote safe practices in all swimming areas.

1. The pool will open at 10:00 a.m., seven days a week, and closing time will be determined by the staff on duty.
2. Children and young adults under the age of 18 are not allowed in the pool or lake areas unless accompanied by an adult. Anyone using any of the swimming areas does so at their own risk. **NO LIFEGUARD ON DUTY!**
3. Safety rules are posted at the pool and should be observed by all users.
4. Swimming is not allowed in boat lanes used by skiers and tubers.
5. Swimming and fishing off the Marina docks is not allowed.
6. Small children and swimmers of limited ability should not be left unattended in the pool or beach areas.
7. Assessments must be paid in full in order to use the pool or beach areas.

POOL RULES

Pool privileges are restricted to property owners who have paid their annual assessment in full and their guests. Property owners **MUST** accompany their guests to the pool.

1. All non-swimmers must be accompanied by an adult.
2. Proper swim attire is required.
3. No inner tubes are allowed in the pool.
4. No running, pushing, or horseplay is allowed.
5. Food, drinks (except for water), and smoking are prohibited on the pool deck.
6. No baby oil or other tanning oils are to be used before or during entry into the water.
7. Anyone using the pool does so at their own risk. **NO LIFEGUARD ON DUTY!**
8. The Board of Trustees reserves the right to deny access to the pool to anyone at any time.
9. For the protection of all pool users, toddlers are required to wear swim diapers.
10. On weekends, lot owners should limit the number of guests using the pool to allow other lot owners and their families to enjoy the use of the facility.

BOATING GUIDELINES

These guidelines are intended to outline the most significant boating rules within Lake Perry. In general, Rules of the Road for Boats as published by the U.S. Coast Guard are to be followed. Copies of the complete rules and regulations can be obtained at any Missouri Driver's License Bureau.

1. Only boats owned by lot owners and properly registered with the Lot Owner's Association are allowed on Lake Perry. Registration involves having paid the annual assessment, provided proof of ownership and insurance and securing a boat decal which must be affixed to the boat. These regulations apply to all motorized boats. While there are no restrictions on motor size, boats must be no longer than 24 feet.

Only 2 motorized boats are permitted per lot owner paid assessment.

Beginning in 2021, many pontoon boat manufacturers changed how vessel length is measured. With newer designs, the rear extension used to accommodate the outboard motor often extends beyond the stated model length. As a result, a boat marketed as 22 feet may actually exceed 24 feet in overall length.

To avoid confusion, **we strongly recommend that you request the Manufacturer's Statement of Origin (MSO)** from the dealer. The MSO lists the boat's actual overall length, which is the measurement that will appear on both the application for title and the title itself.

If the MSO lists a length greater than 24 feet 0 inches, the boat will not be permitted on Lake Perry, and a permit sticker will not be issued. **Please note that even a length of 24 feet 1 inch exceeds the allowable limit.**

To ensure you do not purchase a boat—new or used—that cannot be used on the lake, verify this information before completing your purchase. The length shown on the title or application for title, whether the boat is new or new to you, is the official measurement used to determine eligibility.

Wake Surf Boats are specifically prohibited commencing January 2023. The current Wake Surf Boat owners are grandfathered in. The current Wake Surf Boats owned as of January 2023, cannot be

replaced with a different wake boat. Also, you cannot transfer a Wake Boat from one lot owner to another nor can you transfer a Wake Boat if you sell the lot.

Wake Surf Boats are defined as boats that have a special apparatus to make a larger wave. They have ballast that can be filled with water and/or a driver-controlled plate that can be activated to create a large wake. Usually, they are full inboard boats. Any V bottom boat can cause a larger wake by travelling at a speed where the boat is not planed out, however, Wake Surf boats are specifically designed to make a surf type wave.

2. The Board of Trustees, Security staff, and other employees of the Lot Owner's Association reserve the right to inspect boats on the lake for proper registration, and to ask boats to leave the lake if a decal and the 4-digit lot number is not affixed to the boat. The lot number and decal must be affixed above water and on the driver's side of the boat. Moreover, the Board and security has the right to deny entrance to the property to any boat without a current decal and the 4-digit lot number affixed to the boat.

3. Boats with skiers in the water must have an orange flag and a spotter or approved mirror. Water skiing and tubing are limited to the large arm of the lake between the buoys from 10 a.m. to one hour before sunset. Skiers should ski in one direction with the shoreline on their right. So called "flying tubes" are prohibited from use on the lake.

4. Speeds are limited to "idle speed" only in coves and other no wake areas.

5. Personal Watercraft i.e., Jet Skis and Wave Runners are specifically prohibited.

6. Boats are to be launched only from the boat ramps.

7. Only electric trolling motors and oars are permitted on Lake Erie.

8. Swimming from boats is not allowed in ski areas.

9. While not required, it is highly recommended that teens complete the State of Missouri boating certification program for boaters under the age of 18.

10. Safeguarding and the protection of boats and motors within the community is the responsibility of the owner.

11. During times of decreasing lake levels, it is the boat owner's responsibility to reposition or remove boats that may be affected.

12. Even though the lake is private, it is fed by Federal Waters. Therefore, all State and Federal laws apply.

13. Fisher persons between the ages of 16 and 65 must have a valid fishing permit.

14. Fishing limits are posted at the dam boat ramp.
15. Sport racing and speed boating, regardless of motor size, are not permitted. Judgment in these matters will be at the discretion of Security and any member of the Board of Trustees.
16. Speed limits, skiing requirements, and boating courtesy are to be reasonable and prudent as conditions dictate. Anyone found abusing safe boating conditions may be barred from Lake Perry at the discretion of the Board of Trustees.
17. No "open headers" are allowed.
18. Tying on buoys is prohibited.
19. Water trampolines may not be moored more than 10 feet from the shore and must be on the shore at night.

DOCKS

Owners of waterfront lots are allowed private docks adjacent to their waterfront lot after the design is approved by the Board of Trustees and the licensing agreement issued. Docks shall not extend further than seven (7) feet into the lake, measured from the water's edge at normal pool. Plans for this type of dock or sea wall must be approved and a permit obtained before work begins. Seawalls must follow the existing shoreline and cannot extend into the lake. The Board of Trustees has adopted a policy wherein the lake can be lowered in the Fall to facilitate dock and seawall construction. Lot owners should plan accordingly. The spillway will be closed on January 2nd to allow refilling of the lake.

GENERAL INFORMATION

1. The dumpsters at Lake Perry are provided for the convenience of lot owners in disposing of household trash. All other items including, but not limited to tires, appliances, furniture, yard waste, construction materials, hazardous waste (such as gasoline, oil, and paint), and animal carcasses are specifically prohibited by state law. Any person observed, in person or by surveillance equipment, using the dumpsters for prohibited purposes will be reported to the Perry County Sheriff and prosecuted to the full extent of the law and may be subject to fines by Lake Perry.
2. ATV's and dirt bikes may not be operated at Lake Perry. In addition, all other vehicles on the Lake Perry roads must be operated by licensed drivers. Please observe posted Speed limits.
3. Laundry Facilities are located in the West Gate bathhouse during the Spring-Summer-Fall season. Bathhouses are closed during the winter months to prevent pipes from freezing.
4. The restaurant in the Recreation Center is open from Memorial Day to Labor Day. The Manager sets the hours. In general, the restaurant is open Friday-Sunday. Other hours during the week are sometimes added to the schedule if business permits. Check the facility for operating hours and menus.

5. Social events are periodically planned by volunteers. When possible, these will be announced on the main web page www.LakePerry.com and/or an email from Newsletter@LakePerry.com.
6. Fishing Tournaments are held in the spring. Again, watch check the website www.LakePerry.com and/or for an email from Newsletter@LakePerry.com.
7. In lieu of a semiannual newsletter, updates are posted on the owner's login page at www.LakePerry.com. Updates are also emailed to lot owners from Newsletter@LakePerry.com. Please ensure your email address is recorded in the Master File. If you are not receiving regular updates, email your email address to BOT@LakePerry.com. If you have already provided your email, please check your SPAM or JUNK email folders to insure email from Newsletter@LakePerry.com is not directed there.
8. Lakeperry.com accepts advertising from lot owners and non-owners such as realtors and contractors. If interested, contact the Lake Perry office at ADMIN@LakePerry.com.
9. In order to manage the community with a small staff, the association relies on citizen committees and volunteers. If you are interested contact a member of the Board of Trustees.
10. Meetings of the Board of Trustees are open to all lot owners. If a lot owner wishes to bring a matter before the board, the question or concern must be sent to BOT@LakePerry.com. Lot owners should include their name, lot number, a phone number or e-mail address and the number of people represented by the concern or question. A trustee will notify the lot owner of the answer to the question or invite the lot owner to the next board meeting to discuss the concern. Lot owners will be allowed discussion with the board who will then take the information under advisement and render a decision at a later date. Following approval, minutes of board meetings are posted on the web site www.LakePerry.com. The annual meeting of the association is held in April. Date, location, and time are published on the web site www.LakePerry.com and will also be emailed from Newsletter@LakePerry.com,
11. Lot owners are responsible for the behavior and actions of their guests at all times. Guests must be accompanied by a lot owner or member of the lot owner's immediate family when using any of the lake amenities (pool, lake, etc.).
12. Guest boats, golf carts and UTVs may not be operating on Lake Perry property. All boats, golf carts and UTVs must be owned/registered to lot owners AND have the current year Lake Perry DECAL affixed to it. **Only a combination of two max golf carts/UTV's are allowed per lot owner paid assessment.**

Appendix One

GRANTING OF LICENSES FOR USE OF PERRY COUNTY LAND COMPANY SHORELINE PROPERTY

PURPOSE OF POLICY

Perry County Land Company, Inc is responsible for the control, maintenance and use of certain real estate that was deeded to the corporation by the previous developers of the lake development. This property lies between the platted lots that border the lake and the lake water's edge and any lot owner that desires to build a boat dock or mooring area needs to construct improvements on this property. This policy is developed to establish the procedure for eligible lot owners to access the Corporation's property to establish boat docks and mooring areas.

AFFECTED PROPERTY

The corporation is the owner of certain land described in attached Exhibit A which is subject to a license agreement recorded in Book 342 Page 434 and assigned by document recorded at Book 425 Page 618 of the Land Records of Perry County, Missouri ("Shoreline Property").

ELIGIBLE PROPERTY

This policy applies to lots that have property fronting on and contiguous to the Shoreline Property and does not apply to any common areas of the lake development that front the Shoreline Property.

PROCEDURE/GUIDELINES:

1. Any eligible lot owner may apply to the Board of Directors of Lake Perry Lot Owner's Association ("Association Board") for a building permit to build a boat dock or boat mooring on the Shoreline Property by completing the building permit application and submitting any required application fee and all accompanying documents required by the Building Guidelines of the Association.
2. The Association Board will evaluate each application based on compliance with the building guidelines with consideration of safety factors, lake congestion, and factors affecting the use of the lake by all property owners.
3. The Association Board representative shall review the building permit, inspect the proposed site of the construction, and recommend the approval or disapproval of the permit application.
4. Upon approval of the application by the Board, the applicant will execute a license agreement for the use of the Shoreline Property ("License Agreement") in substantially the form of the attached Exhibit B to this Policy. Upon execution of the License Agreement, the Association Board shall issue a building permit which shall be posted by the Applicant at or near the site of the construction at all times.
5. If the application is not approved, the Association Board shall cause a notice to be issued promptly to the Applicant stating the reasons for the denial.

DOCUMENTATION

The Lake Perry office shall at all times maintain a record of all proceedings related to applications for building permits related to boat docks or boat mooring on the Shoreline Property.

The record shall include:

1. The application for building permit and any fee receipt
2. All documents submitted with the application for building permit.
3. Any written report of the representative of the Association Board recommending approval or denial of the application
4. A copy of the building permit issued or the notice to applicant of the reasons for denial.
5. The executed License Agreement with the applicant
6. Inspection reports of the construction or any other reports or writings related to the construction of the project.
7. Any written correspondence from or to the applicant.
8. Other documents may be required by the Board.

Appendix Two

REQUEST TO REPLAT/CONSOLIDATE LOTS

PURPOSE OF POLICY

As stated in the **Lake Perry Lot Owners' Restrictions**, under the **First Amendment to the Third Amended and Restated General Scheme of Restrictions for Port Perry**, requests to consolidate up to three (3) lots are subject to the sole discretion of the Association Board. Only lots that directly adjoin one another and share a common lot line will be considered for consolidation. The Association Board will not approve any consolidation that includes common property between lots or that crosses or includes any roadway within the subdivision.

ELIGIBLE AND AFFECTED PROPERTY

Only property within the Lake Perry Subdivision Development that has **not** previously been consolidated from its originally platted configuration by the filing of a replat is eligible for consideration.

If a request to replat or consolidate includes a lot that was previously foreclosed or conveyed to the Lake for unpaid assessments and later purchased from a financial institution or Lake Perry, that lot must remain separate for three (3) years. All associated assessments must be paid in full during this period before the lot may be combined with an adjoining lot.

PROCEDURE

1. Submit a written request via email specifying the lots proposed for consolidation.

2. Obtain and submit a land survey prepared by a reputable surveying company showing the proposed combined lot(s).

If consolidation is approved by the Association Board, all requirements regarding **structure size and setbacks**, as set forth in the Lake Perry Lot Owners' Restrictions, must be strictly adhered to.

Appendix Three

SUBDIVIDING PREVIOUSLY CONSOLIDATE LOTS

PURPOSE OF POLICY

Certain platted lots in the Lake Perry Development have previously been combined and replated into lots which result in the combination of two or more originally platted lots into consolidated, combined, and replated lots. From time-to-time owners of consolidated lots wish to re-subdivide the consolidated lots into different configurations and numbers of lots. This policy is developed to establish the procedure for eligible lot owners to replat previously consolidated lots.

ELIGIBLE AND AFFECTED PROPERTY

Property within the Lake Perry Subdivision Development which has been consolidated from the originally platted configuration by the filing of a Replat.

PROCEDURE/GUIDELINES:

1. Any eligible lot owner may apply to the Lake Perry Lot Owner's Association ("Association") to replat previously consolidated groups of lots by submitting to the Association at its office a proposed replat of previously consolidated lots. ("Request to Replat") Such request shall include the original consolidation replat and shall indicate on the request, the general configuration of the proposed replat request, the proposed dimensions of the boundaries of the requested replat, and the proposed numbering designation of the replated lots. Such request shall be submitted in a format which when finally completed by a licensed surveyor will include the required elements of a recordable plat and the signature plates for the necessary approvals by the owner(s) and the Association. Such request shall be accompanied by a \$500.00 replat fee and any other documents which the owner wished to submit in support of the request. The Association may request additional information to supplement the request which it finds necessary to the consideration of the request.
2. The Association Board will evaluate each request based on compliance with the Second Amendment to the Third Amended and Restated General Scheme of Restrictions for Port Perry ("Restrictions"), the rules and regulations of the Lake Perry Lot Owner's Association, as the same has been or may be amended from time to time (the "Rules and Regulations") and considerations of uniformity and overall impact of the Replat Request on the owners of property in the Lake Perry Development.

3. The Association Board representative shall review the Replat Request and accompanying documents and recommend the approval or disapproval of the Replat Request.

4. Upon approval of the Replat Request by the Board, the owner may proceed to prepare a survey and Replat of the property in the form as approved by the Association. Upon completion of the Replat drawing and plat, the owner shall submit the Replat to the Association for signature and shall record the Replat in the office of the Recorder of Deeds of Perry County Missouri, prior to the sale or transfer of any lot using the replated lot designation.

5. If the Replat Request is not approved, the Association Board shall cause a notice to be issued promptly to the owner stating the reasons for the denial. DOCUMENTATION

All replats of previously consolidated lots shall be designated as the "Lot(s) ___ of Port Perry Plat ___ being a replat of Lot(s) ___ of the replat of Lots _____ of Port Perry Plat ___ recorded (at Book ____, Pages _____) or (as Document Number _____) in the Recorder of Deeds of Perry County, State of Missouri.

Lots in replated tracts shall use a numbering system which rennumbers replated lots in such a way that the new numbers on a replated lot does not exceed the highest previous lot number of the previously consolidated lots. If less than the entire consolidated tract is replated, the owner shall use the next sequential number for the replated adjoining lot which is the next lowest previous lot number of the consolidated lots adjoining the replated lots.

The Lake Perry office shall at all times maintain a record of all proceedings related to Request for Replat.

The record shall include:

1. The Request for Replat and any fee receipt
2. All documents submitted with the Request for Replat.
3. Any written report of the representative of the Association Board recommending approval or denial of the Request
4. A copy of the approval issued or the notice to owner of the reasons for denial.
5. An executed copy of the final Replat as filed
6. Any written correspondence from or to the owner.
7. Other documents may be required by the Board.

Appendix Four

All lots require an address sign. The first number is the plat number followed by the lot number. If the lot number is one or two numbers, 0's will follow the plat number. For example, if the plat number is three and the lot number is 6, the address would be 3006, if the plat number is 3 and the lot number is 28, the address would be 3028. If the plat number is 3 and the lot number is 120, then the address would be 3120.

In order to be consistent, the address should be a combination of four numbers, such as 2002, as opposed to Plat 2, Lot 2. ALL ADDRESSES MUST CONTAIN FOUR NUMBERS.

The address sign must be made of durable, weather resistant, exterior type materials and securely anchored to posts or the ground and located as close to the street as practical. Attachments to trees or utility poles are prohibited. The address sign must be visible to oncoming traffic.

A design of the sign showing the size, type of material and anchoring system must be submitted for approval with all permit applications. There will be no charge for the address approval.

If the lot currently has an address sign already in place, no new address sign is required. Please indicate this on the permit application.

Revised February 2026