



## BUILDING COMMITTEE PROCEDURE

You need to submit plans for approval if you want to add on to your house, e.g., room additions, garages, decks, patios, porches, bumped-out bay windows, new roof elevations, etc., or if you plan to do extensive landscaping. If you are changing an exterior material, finish or its color, e.g. paint, asphalt shingles, brick/stone, decking materials, you also need to get approval from the Trout Valley Building Committee. If it is simply a replacement with the same color or material, you do NOT have to obtain permission. However, you may still need a permit for your project and obtaining a permit from the county requires a Certificate of Approval from the Building Committee. The county will not give you a permit, without a Certificate of Approval from the Building Committee.

The procedure for submitting changes is as follows:

1. Get the Building Committee checklist from the Trout Valley website, [www.troutvalleyil.com](http://www.troutvalleyil.com)
2. Submit plans with the check list. Include architectural drawings with proposed changes, all affected elevations, side lot lines, material finishes, a \$1,000, \$2,500 or \$5,000 performance bond fee (refundable) to the Building Committee Chairman for review. The Building Committee can review the plans via email for most smaller to medium projects and the turnaround time is typically less than a week.

For major home renovations, new construction, or larger projects we will typically meet in person and will try to get plans approved within two weeks. We ask that if you have a larger project where the Building Committee has to meet in person, please contact Phil Wnek in advance and set up a time frame as a guideline.

3. With a Certificate of Approval from the Building Committee, you can **obtain a building permit** from McHenry County, or the Village of Cary, if you live within the Cary city limits. **Please note that permits are valid for one year from date of issue. Extensions are available for a nominal fee.**
4. Performance bond checks will be deposited by the TVA Treasurer after 60 days of you obtaining your Certificate of Approval for your project from the Building Committee.
5. Upon satisfactory and timely completion of your project, notify the current chairman, in writing or via email who will approve your performance bond refund.

The forms and building guidelines are available on the website, as are the Deed Restrictions, if you have questions, please contact Phil Wnek, Chairman at 630-334-3584, [wnekphil@gmail.com](mailto:wnekphil@gmail.com) or Ann Somers, Secretary at 847-404-3802 or [acs181@aol.com](mailto:acs181@aol.com).