

***Masthope Mountain Community Property Owners Council  
HC1 1A353, 196 Karl Hope Boulevard  
Lackawaxen, PA 18435  
570-685-4790***

***Building Permit Application Packet Check List  
For Accessory Structures***

**NO CONSTRUCTION TO BEGIN BEFORE PERMIT IS POSTED  
TOWNSHIP PERMIT MUST BE OBTAINED BEFORE WORK BEGINS**

The following criteria must be met for all applications submitted for accessory structures:

1.  Permit application filled out completely (short version – pages 1 through 5 and 11 of complete building permit application packet) and signed by property owner.
2.  Payment for correct building permit application fee. Payment can be made by cash, credit card or check (made out to Masthope POC).
3.  Plot plan marking home and other buildings that exist on property as well as where new shed will be erected.
4.  Setbacks indicated on plot plan as follows: 15' off sides of property line, 15' from rear.
5.  No frontal yard accessory structures between road and home. Submittal for consideration can be made.
6.  Sheds must match roof line style.
7.  All structures on lot must match identical colors and roof shingles or material.
8.  Sheds must be placed on level sub base.
9.  Picture of home showing existing buildings (accessory structures, garages, home, etc.) must accompany application.
10.  Brochure showing picture of proposed accessory structure (ie. shed) to accompany application, if available.

Environmental Control Committee

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lot# \_\_\_\_\_ MR FW WP 911# and street name \_\_\_\_\_

**PERMIT#** \_\_\_\_\_

**For Office Use Only:**

**Permit Fee:** \_\_\_\_\_

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**Maximum Lot Coverage**

A maximum lot coverage rule has been adopted by the BOD through the impervious surface ordinance motion number 06:18:11:4 and will be effective immediately.

The percentage of the total single lot area covered by the footprint(s) of house, garage, shed, driveway(s), walkway(s), parking pad(s), turnaround(s) and any area covered by a water resistant surface (Tennis court, artificial pond, etc.) shall not exceed 20% of the square foot area of the property. In this reference a house's footprint shall include all covered or soil surface decks and patios and any area covered by 2A modified stone.

To pave an existing driveway or create any new driveways (regardless of the material used) the conditions in the paragraph above must be met.

No permit will be issued by the Environmental Control Committee unless the 20% rule is met. The ECC committee must be notified in advance of any planned alterations affecting the lot's existing footprint.

When a double lot is being considered the 20% coverage is reduced to 15%. All the above conditions shall remain enforced.

When a triple lot is being considered the 20% coverage is reduced to 13%. All the above conditions shall remain enforced.

**Penalty for Non-Compliance**

1. Initial penalty for non-compliance with the applicable land coverage percentage shall be:
  - A. A stop work order will be issued by ECC
  - B. A fine for that violation will be levied in the amount of TBA
2. If the violation is not corrected within 30 days of the issuance of the stop work order, an additional fine of \$100.00 a day shall be levied until such time as the problem is resolved.

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Signature of Property Owner

Date

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Signature of Contractor

Date

**PERMIT # \_\_\_\_\_**

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**GARAGE**

Check	(Check/circle/fill in all that apply)			
1	Size of building:	Sq. Ft.:		
2	Garage (circle one):	Attached	Unattached	Under house
3	Circle one:	One car	Two car	Other
4	Siding matched main structure (circle one):	Yes	No	
5	Roofing material matches main structure (circle one):	Yes		No
6	Pitch of roof:			

**SHEDS/ACCESSORY STRUCTURE**

Check	(Check/circle/fill in all that apply)					
1	Circle those that apply:	Shed	Wood storage	Gazebo	Playground	Other
2	Plot plan (circle one):	Yes		No		
3	Are there other accessory buildings on property (circle one):	Yes		No		
4	Sq. ft. of project:					
5	Does roof material match existing structure(s) (circle one):	Yes		No		
6	Siding:	Yes		No		

Signature of Property Owner

Date

Contractor Signature

Date

**ECC APPROVAL:**

THIS BUILDING PERMIT IS: (CIRCLE ONE)

APPROVED

DENIED

ECC COMMITTEE SIGNATURE/DATE

COMMENTS: