

***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: _____

Masthope Mountain Community Property Owners Council

**HC1 1A353, 196 Karl Hope Blvd.
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(570) 685-4790**

Dear Property Owner/Contractor,

Congratulations on your building project in Masthope Mountain Community. In order to clarify some concerns with building within Masthope, the Environmental Control Committee (ECC) would like to remind you of a few steps that must be taken for you and your builder.

1. Township and Masthope Permits must be displayed at the building site.
2. While excavating stage is taking place, no stockpiling of stumps and logs will be permitted. They must be removed. All logs must be cut and stacked once excavation is complete.
3. Proper culvert installation and headwall placement will take place from the onset of excavation.
4. A sub base of rip rap or modified stone will be laid in order to avoid trafficking of silt and mud onto Masthope roads.
5. The Environmental Control Committee must be notified prior to any blasting that needs to take place. An ECC representative must be on site at the time of blasting. Severe fines will be issued for violations and the Environmental Protection Agency may be notified.
6. Notifications to Masthope POC when water and sewage road cutting will be made.
7. All owners are responsible to repave the destroyed portion of roads that develop during your building project. This pavement repair must be complete within 30 days of the road cut. The repair, whether done by Masthope or the owner's own contractor, will be at the expense of the property owner.
8. When the road opening is made, it is the responsibility of the homeowner to make sure that emergency markers are placed on both sides of the road until the time of the final repairs.
9. All disturbed earth must be graded, seeded and hayed to avoid erosion into drainage ditches and wet land areas as per the conservation department.
10. All fuel tanks, on new construction, are to be buried, except in cases of where doing so would be a hardship because of rock or shale.
11. From the onset of the project a Port-O-San style toilet must be on site through the duration of the project.
12. Every effort must be made to keep the building site clean and organized. A dumpster must be put on the site after the foundation has been installed.
13. No burning of debris will be allowed.
14. All vehicles traveling to and from your property are subject to the rules and regulations within our handbook. It is important that you convey to your contractor this information and that any infractions to our vehicle code or any other rules will be the property owners responsibility.
15. No excavation of lots will be permitted until Masthope's ECC representative signs off on what trees are marked for cutting. Failure to do so will be subjected to severe penalties.
16. During the phase of building, no creation of storm runoff onto adjoining properties will be permitted. Severe fines will be issued to violators.

We have prepared this list of the most commonly over looked items so that you best understand, going forward, that your building project can be expedited without unnecessary interruptions. We hope that your project turns out successfully and on schedule. May you experience years of enjoyment at Masthope Mountain Community!

Sincerely,

The ECC Committee

PERMIT # _____

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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.

Signature of Property Owner

Date

Signature of Contractor

Date

PERMIT # _____

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**ENVIRONMENTAL CONTROL COMMITTEE
BUILDING PERMIT APPLICATION**

PROPERTY OWNER INFORMATION

| | | | |
|---------------------|------------|--------------------------------|---------------------|
| Deeded Owner's Name | Lot # | FW MR WP (Circle one) | 911# Street Address |
| | Tax Map #: | | |

| | | | |
|-----------------|----------------|------------|----------------|
| Mailing Address | Home Phone | Work Phone | Masthope Phone |
| | E-Mail Address | | |

CONTRACTOR INFORMATION

Contractor/Builder: _____ Contact Person _____

Contractor Address: _____ Phone #: _____

Contractor Cell #: _____ # Entrance Permits Required: _____

PA Contractor State Registration # _____

Contractors email: _____

Contractors Insurance Company: _____ Amount of Coverage: _____

List Names Of All Trades On Worksite: _____

ESTIMATED VALUE OF PROJECT:
 \$ _____

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:

