

*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, 40' from rear.
5.  No frontal yard sheds between road and home. Submittal for consideration can be made.
6.  Sheds must match roof line style.
7.  No more than one (1) accessory structure on lot, aside from garage.
8.  All structures on lot must match identical colors and roof shingles.
9.  Sheds must be placed on level sub base.
10.  Picture of home showing existing buildings (accessory structures, garages, home, etc.) must accompany application.
11.  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 #** \_\_\_\_\_

**Masthope Mountain Community Property Owners Council**  
**HC1 1A353, 196 Karl Hope Blvd.**  
**Lackawaxen, PA 18435**  
**(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**

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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

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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: \_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**TYPE OF PERMIT APPLYING FOR**

Check	(Check/circle/fill in all that apply)			
1	New Dwelling Sq. Ft:	Dwelling & Garage Sq. Ft.:		
2	Replace Dwelling Sq. Ft:			
3	Garage (circle one)	Attached Sq. Ft.:	Unattached Sq. Ft.:	
4	Accessory Structure (circle one):	Shed – size:	Playground	Tree house
5	Addition (circle one):	One Story	Two Story	Sq. Ft.
6	Dormer			
7	New Deck Sq. Ft:	Deck Replacement Sq. Ft:		

**STRUCTURAL/PROPERTY INFORMATION**

Check	(Check/circle/fill in all that apply)					
1	Sq Ft of property:	Built on (circle one):		one lot	two lots	three lots
2	Multiple lot project has legally been combined (circle one):	Yes	No			
3	Size of dwelling Sq Ft	First Floor:		Second Floor:		
4	Size of foot print of structure:					
5	Height of structure from finish grade:					
6	Style of dwelling (circle one):	Chalet	Ranch	Split	Salt Box	Other:
7	First story dwelling must not exceed 1,800 sq. ft. (circle one):	Yes	No			
8	First story dwelling must have full basement (circle one):	Yes	No			
9	Foundation material (circle one):	Block	Poured	Pre-cast	Frame	
10	Type of construction (circle one)	Stick	Modular	Pre-frame	Log	Other
11	Roof pitch:	Shingle type (circle one):		Matt	Metal	Other
12	Color of roof:	Provide sample (circle one):			Yes	No
13	Siding material – Natural Wood (circle one):	Cedar	Pine	Other	Vinyl (circle one):	Dutch Shake
14	Color of structure:	Material sample (circle one):			Yes	No
15	Stone material (circle one):	Yes	No	Material sample (circle one):		Yes No
16	Roadside window Sq. Ft.:	Rear window Sq. Ft.:	Lft window Sq. Ft.:	Rt window Sq. Ft.:		
17	Fascia style (check one):	Wood	Metal	Color:	Sample (check one): Yes No	

**DRIVEWAY/DRAINAGE/CLUVERT/SEDIMENT EROSION**

Check	Check all that apply				
1	Foundation perimeter drain discharge (circle one):	Ditch Line	Road Side	Rear Location	
2	Driveway Sq. Ft.:				
3	Type (circle one)	Straight	“U” Shape	Other	
4	Driveway material base used during construction:				
5	Finished material (circle one):	2A modified		Other	
6	Culvert pipe needed (circle one):	Yes		No	
7	Culvert pipe size & length needed:				
8	Ditch line shaped in front of property (circle one):	Yes		No	
9	Headwall placement (circle one):	1” blue stone		Precast	
10	Storm runoff control (circle all that apply):	Seed & Hay	Wood chip	Weed barrier	Stone
11	Tree removal (trees over 3” diameter) for construction: # of trees:				

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**UTILITIES**

Check	(Check/circle/fill in all that apply)			
1	Electrical (circle one):	Underground	Overhead	
2	Fuel tank placement (circle one):	Underground	Other	
3	Fuel type (circle one):	Propane	Oil	Other
4	Entertainment (circle one):	Cable TV	Satellite	Location:
4	Telephone (circle one):	Overhead	Underground	

**WATER & SEWAGE**

Check	(Check/circle/fill in all that apply)			
1	Distance to home from valves:			
2	Material used to backfill (circle one):	Sand	Modified	Screen Fill
3	Road cut needed (circle one):	Yes	No	
4	Company who will be preparing road cut:			

**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		

**ADDITIONS/DORMERS/SCREENED ROOM**

Check	(Check/circle/fill in all that apply)							
1	Circle one:	Addition	Dormer	Screened Porch	Other			
2	Size of project:							
3	Plot plan (circle one):	Yes		No				
4	Project matches existing structure(s) (circle one):	Roof:	Yes	No	Siding:	Yes	No	

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**DECKS**

Check	(Check/circle/fill in all that apply)					
1	Circle one:	New deck	Extend deck	Replace Deck	Other	
2	Size of deck:					
3	Sq. ft. of deck:					
4	Type of material (circle one):	Pressure treated wood	Plastic	Cedar	Composite	Other
5	Steps used (circle one):	Yes	No			
6	Railing material (circle one):	Pressure treated wood	Plastic	Cedar	Composite	Other
7	Debris removed:	How				When
8	Number of piers needed:					
9	Deck stained (circle one):	Yes	No	Color used:		
10	Will trees be removed (circle one):	Yes	No			
11	Tree removal (trees over 3" diameter) for construction: # of trees:			If none, circle:	NO	

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

**ECC APPROVAL:**

THIS BUILDING PERMIT IS: (CIRCLE ONE)

APPROVED

DENIED

\_\_\_\_\_  
ECC COMMITTEE SIGNATURE/DATE

COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**MASTHOPE MOUNTAIN COMMUNITY  
ENVIRONMENTAL CONTROL COMMITTEE  
911 SIGN REQUIREMENTS – NEW RESIDENCE**

Pike County Emergency management requires the community to provide an emergency response address sign and post when building lots become improved. Masthope Mountain Community Maintenance Department will supply these signs, mounted on a wood 6 x 6 weather resistant post. The post will also have a red reflector on it with trim above and below the green metal sign.

Signs, with post:       \$60.00  
Installation:           \$20.00  
Placard:                 \$10.00/each

The contractor will now be responsible to install these posts with the mounted sign. Posts shall be installed five (5) feet from the right side of the driveway, twelve (12) feet from the edge of the road and in the center part of a circular drive way on the inside to the left of the right side driveway opening.

\_\_\_\_\_  
Property owner's signature (Date)       -AND-       Contractor for Property Owner (Date)

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

**MAINTENANCE WORK ORDER**

**Date:** \_\_\_\_\_

**The following lot has been issued a building permit for new home construction. Please prepare a 911 sign post for this lot.**

**Masthope Lot #** \_\_\_\_\_

**911 Number** \_\_\_\_\_

**Call** \_\_\_\_\_ **when ready**

**INSTALL        PICK-UP**