

**Masthope Mountain Community Property Owners Council
HC1 1A353, 196 Karl Hope Blvd.
Lackawaxen, PA 18435
(570) 685-4790
ECC NEW BUILDING PERMIT APPLICATION**

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

- Permit application filled out and signed by property owner and contractor.
- Culvert pipe requirement sheet filled out and signed by property owner and contractor.
- Road opening and driveway permit filled out and signed by property owner and contractor.
- Road cut repair agreement filled out and signed by property owner and contractor.
- 911 sign requirement sheet filled out and signed by property owner and contractor.
- Siding, staining or painting of new home, addition, garage or shed sheet filled out and signed by property owner and contractor.
- AQUA Pennsylvania application for service sheet filled out and signed by property owner and mailed to Aqua PA address.
- Survey of property and plot plan showing location and setbacks of building.
- Picture of lot.
- Picture of homes on either side of property.
- Certificate of insurance for contractor.
- Payment for application fees. New home building permit fee is \$660.00.

Property Owner Signature _____ **Date:** _____

Contractor Signature _____ **Date:** _____

Lot # _____ **MR RM FW RF WP**

Street Address _____

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

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) Tax Map #:	911# Street Address
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Mailing Address	Home Phone E-Mail Address	Work Phone	Masthope Phone
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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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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:

PERMIT # _____

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**MASTHOPE MOUNTAIN COMMUNITY
ENVIRONMENTAL CONTROL COMMITTEE**

CULVERT & CULVERT PIPE REQUIREMENTS

The Masthope Mountain Community deed and covenants requirements specify that all culverts and culvert pipes must be maintained by the Property Owner. It's incumbent that culvert and culvert pipes be kept open so that water can freely flow and therefore not create flooding or ponding.

In the event the Property Owner does not maintain the culverts and culvert pipes properly, the MMC Maintenance Department may correct the problem and bill the Property Owner for the total cost of repairs or corrections.

The following is a short list of items that must be adhered to when installing pipes, digging culverts or creating swales.

1. All pipes used for water flow in culverts or used as driveway culverts, must be plastic and must be a minimum of eighteen (18) inches in diameter. The ECC may require a larger size pipe if the situation warrants it.
2. When road openings are being filled in, they must be compacted at twelve (12) inch intervals.
3. Whenever any work is performed in swales or culverts alongside of any MMC owned roads, it is imperative that the flow of water, either in the culvert or surface water not be directed toward the road.
4. Under no circumstances will the MMC allow the pooling, ponding, or flooding of any property because of improperly installed drainage pipes or grading.

PROPERTY OWNER _____ ADDRESS _____
LOT _____ SECTION _____
(MR) (FW) (WP)

LOCATION OF DRAINAGE ON PROPERTY _____
NEW WORK _____ REPLACEMENT _____
BOND (IF REQUIRED) _____ NOT REQUIRED _____

AS PROPERTY OWNER OR CONTRACTOR I FULLY UNDERSTAND THE MMC/ECC RULES
CONCERNING CULVERTS, CULVERT PIPES AND DRAINAGE REQUIREMENTS

OWNER / CONTRACTOR _____
ECC OPERATIONS MANAGER _____
OR ASSIGNEE _____

FINAL INSPECTION

PROPERTY OWNER _____ ADDRESS _____
LOT _____ SECTION _____
(MR) (FW) (WP)

FINAL INSPECTION DATE _____ APPROVED _____ NOT APPROVED _____

RETURN OF BOND APPROVED _____

ECC MANAGER _____
OR ASSIGNEE _____

PERMIT # _____

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**MASTHOPE MOUNTAIN COMMUNITY
ROAD OPENING/DRIVEWAY & CULVERT PIPE
PERMIT APPLICATION**

Property Owner/Contractor Section

Property Owner _____ Lot _____ Section: MR FW WP

Address - Masthope _____

Phone # _____

Other: _____

Contractor _____ Phone # _____

Address

Permit Type: Road Opening _____ Driveway _____

Survey indicating location of Cut/Opening or Driveway location MUST be submitted with this Application

Person/Persons actually doing work must be familiar with MMC Road requirements.

(Information available upon request)

As Property Owner or Contractor, I fully understand the MMC/EEC Rules concerning road openings, driveway installations, culvert and culvert pipe requirements.

Property Owner Signature: _____

Date

Contractor Signature: _____

Date

MMC - EEC Section

(1) PERMIT #

Property Owner _____ Lot _____

Section: MR FW WP

Address _____

Location of work approved (EEC Manager) _____

Date: _____

PERMIT # _____

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**MASTHOPE MOUNTAIN COMMUNITY
ENVIRONMENTAL CONTROL COMMITTEE**

ROADCUT REPAIR AGREEMENT

This letter confirms that the repair of any road cut or road damage caused by the necessity to provide water and sewage or damage caused by any equipment associated with the construction of dwelling on Lot # _____ will be the responsibility of the deeded Property Owner.

In the event that the Masthope P.O.C. will make the repairs, the Property Owner will be billed for actual cost associated with the project.

I, the undersigned, understand the responsibilities regarding road cut and repair as mentioned.

Property Owner Name
(printed) _____

Property Owner Name
(signature) _____

Date _____

PERMIT # _____

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**MASTHOPE MOUNTAIN COMMUNITY
ENVIRONMENTAL CONTROL COMMITTEE**

DRIVEWAY/CULVERT PIPE/HEADWALL

Lot# _____ **911#** _____

The contractor shall, after initial excavation, complete the installation of the culvert pipe/driveway/headwall. A 30' culvert pipe will be installed under the driveway entrance. Proper flat stone layered head-wall must be furnished on both ends. Compacted 2B gravel or modified stone to avoid silting and destruction of Masthope roads must be layered in excavated cut driveways during building phase of project. Finished modified or other driveway material must be installed prior to certificate of occupancy. The cleanup of the road will be the responsibility of the homeowner/contractor.

Property Owner's signature (date) –AND – Contractor for Property Owner (date)

PERMIT # _____

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SIDING, STAINING NEW HOME, ADDITION, GARAGE & SHED

It is the responsibility of the owner/contractor to complete staining/siding of new home, addition, garage or shed in ECC approved colors or colors to match existing structure(s) prior to Certificate of Occupancy from the Lackawaxen Township.

I, the undersigned, understand the above:

Property owner signature (date)

AND

Contractor signature for property owner (date)

PERMIT # _____

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MASTHOPE RAPIDS * WESTCOLANG PARK * FALLING WATERS AT MASTHOPE



Aqua Pennsylvania, Inc.
HCR 6, Box 6040
Hawley, PA 18428

T:570.226.1528
F:570.226.1799
www.aquapennsylvania.com

1. A written application must be signed by the property owner (s) prior to start of any water service line excavation or construction.
2. The Signature(s) on the application must be exactly the same as appears on the current property deed.
3. The signed application must be on file at the Water Company prior to start.
4. Location of the water service must be approved by a Water Company representative prior to any excavation.
5. The water service line shall be located uphill above, and a distance of 10' away from, any sewage facility or part thereof. Extreme care shall be taken that no sewage infiltrates the water trench.
6. All work must be inspected and tested by a Water Company representative prior to any backfill. The customer is responsible to request appointments for the location, inspection, test, etc. **Twenty four hour notice is required.**
7. Water service will not be furnished if any of these Rules & Regulations are not adhered to.
8. Bury depth must be at least 48" deep. The trench bottom must be flat and free of sharp rocks or objects.
9. No other service utility may be laid in the same trench.
10. Water service lines shall be at least 3/4" in diameter and shall be "K" type copper tubing. No plastic pipe is allowed.
11. All fittings shall be compression type as manufactured by Mueller Co. No solder joints allowed.
12. Allowance for expansion and contraction shall be at the rate of 6" per 100 feet. Snaking the pipe through the trench is sufficient.
13. The pipe shall be blown free of dirt and foreign objects, and the pressure test performed in the presence of the Water Company representative prior to backfill.
14. The service pipe shall be bedded in sand with at least 8" of sand cover. The sand used shall be free of any and all rocks, stones, or sharp objects.
15. Selected material, containing no large rocks, shall be used to complete the backfill.
16. After January 6, 1991, by order of PA DEP, all customers requesting connection to the system must certify to the Water Company that only lead- free materials were used in the plumbing of the building. This is done by the owner's signature on this application.
17. It shall be the Owner's obligation to inform the installer, plumber, contractor, or the responsible party of these Rules and Regulations, and Specifications.
18. Failure to comply with the above will result in refusal to connect, service termination, or both

Date _____

Applicant/ Agent Signature

PERMIT # _____

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NOTICE TO CONSUMERS, BUILDERS AND PLUMBERS

Metering Construction and Residential Services

Aqua Pennsylvania, Inc. (Aqua) requires that all domestic, commercial, industrial, and fire services, including those for construction sites, have a water meter installed prior to activation of service.

Pennsylvania Law (**Criminal Code 18 PA. C.S.A. Section §3926**) prohibits the activation of a public utility service line without a measuring device (water meter). Any person who activates a service without a meter violates the Section §3926:

§3926. Theft of Service

a. Acquisition of services.

(1) A person is guilty of theft if he intentionally obtains services for himself or for another which he knows are available only for compensation by deception or threat, by altering or tampering with the public utility meter or measuring device by which such services are delivered or by causing or permitting such altering or tampering, by making or maintaining any unauthorized connection, whether physically, electrically or inductively, to a distribution or transmission line, by attaching or maintaining the attachment of any unauthorized device to any cable, or other component of an electric, telephone or cable television system or to a television receiving set connected to a cable television system, by making or maintaining any unauthorized modification or alteration to any device installed by a cable television system, or by false token or other trick or artifice to avoid payment for the service. (Amended 1984)

Section §3926 allows for graded sentencing under Section §3903 where theft of service exceeds \$50.00, and for repeated offenders, which may include fines and/or jail time.

§3306. Unauthorized Use of Opening of Fire Hydrants.

Whoever opens for private usage any fire hydrant, without authorization of the water authority or company having jurisdiction over such fire hydrant, commits a summary offense.

PLEASE NOTE: AQUA WILL PROSECUTE TO THE FULLEST EXTENT OF THE LAW.

To activate the water service, please contact the Waymart Division Office at (570) 226-1528. Please provide the following information:

Your company name, billing address, phone numbers, contact person, date necessary to have the meter set to activate the service, and street address where the meter will be set.

I, the undersigned, have read and understand this notification of the Aqua's Policy on theft of service. By signing this form, I am aware of my responsibilities, and agree to comply with all the terms of this Policy.

Applicant's Signature: _____

Print Name: _____ Date _____

PERMIT # _____

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**AQUA PENNSYLVANIA INC.
APPLICATION FOR DOMESTIC WATER SERVICE LINE**

A. Applicant

Name: _____

Address: _____

City, State, Zip _____

Builder's name _____

Contact Person _____ Phone Number _____

B. Location of Proposed Service (911)

Lot Number _____

Address: _____

City/Municipality _____

C. Customer(s) Billing Address upon occupancy

Name: _____

Address: _____

D. Status of service (check one)

New Temporary

Size Increase Relocation

E. Requested size of service _____ inch

F. Type of Occupancy (Check One)

G. Will water service be utilized for heating system?

Yes No If no, type of heat: _____

Residential Commercial

Industrial Public

H. The proposed /existing house or building is/or will be constructed with a Full Basement Crawl Space

I. Length of Service: Curb to point of entry to building (_____) ft.

J. Applicants Signature _____ Date: _____

Water Services will be connected in the order they are received. Applications must be sent in before construction begins. Please return this application to:

**Aqua Pennsylvania
Palmyra Professional Complex
HC 6 Box 6040
Hawley, PA 18428
Phone (570) 226-1528
Fax (570) 226-1799**

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**AQUA PENNSYLVANIA INC
PALMYRA PROFESSIONAL COMPLEX
HC 6 BOX 6040
HAWLEY PA 18428
OFFICE 1-570-226-1528
FAX 1-570-226-1799**

APPLICATION FOR WASTEWATER SERVICE

Customer Information:

Owner _____
Service Address (Lot/Section) _____
911 Address _____

Billing Address _____

Builder Information:

Name _____
Address _____
City/State _____
Contact Person _____
Phone _____

1 ¼" Black Plastic Pipe – 200 PSI

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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