

Permit Application for

DRIVEWAY BY CONTRACTOR

PENN ESTATES PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD
3445 Penn Estates East Stroudsburg PA 18301
570.426.9353 phone 570.421.1092 fax

Please submit the following:

- Completed Permit Application
- Permit fee of \$100.00 for new driveway - stone or blacktop, or, \$25.00 for repairing/sealing, adding stone. Please make checks payable to PEPOA (Penn Estates Property Owners Association).
- A complete narrative describing the extent of the work and the materials to be used.
- A copy of a contract between homeowner and contractor, signed by each – if work is more than \$500.00.
- Certificate of Insurance for Contractor with PEPOA shown as the Certificate Holder.
- Signed Contractor's Agreement with PA certification number.
- Completed driveway responsibility form signed by homeowner.
- A copy of Township Zoning permit if required.

Plans:

- A copy of a plot plan that shows the proposed and/or existing location of the driveway. If proposed location is close to the property lines, an as-built survey may be required. Note all work areas. Indicate any trees that will need to be removed.

Site restoration plan if required.

ENCLOSURES FOR DRIVEWAY

Application for Permit

Contractor's Agreement

Letter to acknowledge responsibility for driveway connection to road.

Relevant sections from the Rules and Regulations.

NOTE: PROPERTY OWNERS WHO GET ASSOCIATION PERMISSION TO INSTALL A DRIVEWAY AND CULVERT PIPE ON LAND OWNED BY THE ASSOCIATION **OR ON LOT OWNERS PROPERTY LINE EASEMENTS** ARE SOLELY RESPONSIBLE FOR THE MAINTENANCE, REPAIR AND REPLACEMENT OF THE DRIVEWAY AND CULVERT AND PIPE. THIS OBLIGATION INCLUDES KEEPING THE CULVERT CLEAR OF DIRT, STONES, LEAVES AND OTHER MATERIAL THAT WOULD IMPEDE OR BLOCK THE PROPER FLOW OF SURFACE WATER.

**PENN ESTATES PROPERTY OWNERS ASSOCIATION
APPLICATION FOR ALL DRIVEWAY WORK BY CONTRACTOR**

(Please type or print)

Owner(s) _____ Date _____

(Last Name) (First Name)

Address: Lot _____ Section _____ Street _____

Mailing Address _____

(Number/Street) (City/State) (Zip)

Home Phone _____ Business Phone _____

Other Phone _____ Fax Number _____

Applicant(s) if other than owner _____

Brief project description, ie: 'sealing', 'new stone', complete blacktop, 'extend/enlarge', etc.

I/WE UNDERSTAND THAT:

1. No construction on or alteration of the site may be started before the Association reviews and approves a fully completed application for a property improvement permit, and inspects the site.
2. I/We have received, read, and understood, or caused their representatives to do so, and do agree to comply with all of the provisions of the Rules and Regulations of the Penn Estates Property Owners Association, and with all applicable National, State and Local codes. Any failure to comply will among other things result in either issuance of a permit with corrections and modifications or issuance of a denial of the permit by the Architectural Review Committee or Board or their agents.
3. I/We understand that Penn Estates Property Owners Association and its agents do not assume any responsibility or liability to the Owner for the quality of construction or code compliance of any contractor. All inspections by the Association are for its benefit only, and not for the benefit of the Owners of the property.

Please make checks payable to PEPOA.

Included with this application is: Permit Fee \$ _____

(Property Owner Signature)

(Contractor Signature)

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Received by _____ Date _____

Missing from application ? : Insurance; signature(s); plot plan; contract;

driveway responsibility form; contractor's agreement; PA cert. # ; other

Date of completed application _____ reviewed by _____

APPROVAL CERTIFICATE

The attached plans and specifications are approved for property improvement purposes. Any conditions, corrections or modifications are noted on the Permit.

Application approved: _____ Date: _____

(Architectural Review Committee)

Permit # _____

CONTRACTOR'S AGREEMENT

BETWEEN PENN ESTATES PROPERTY OWNERS ASSOCIATION, ARCHITECTURAL REVIEW BOARD, AT 3445 PENN ESTATES, EAST STROUDSBURG, PA 18301, HEREINAFTER REFERRED TO AS "ARB", AND

NAME: _____ ("CONTRACTOR")

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____ FAX: _____

Pennsylvania Certification Number _____



1. In consideration of having been granted authorization to complete certain work in the Penn Estates community, the Contractor hereby acknowledges that it is familiar with all the Restrictive Covenants, Bylaws, Rules and Regulations and Property Development and Improvement Code governing the residential properties in Penn Estates.

2. The Contractor agrees to comply with all rules and regulations of the Penn Estates Property Owners Association and its Architectural Review Board, and agrees to comply with the Declaration of Restrictive Covenants that is binding on all properties in the community.

3. Should the Contractor or its employees, subcontractors or suppliers in any way cause damage to any Common Facilities or to the property of any Property Owner in the community, the Contractor agrees that it shall be liable for all damages and shall pay to the Association, to the ARB, or to the individual property Owner whose property has been damaged, as the case may be, the fair cost for any loss incurred by them as a result of the Contractor's activity.

4. The Association and ARB reserves the right to conduct any inspections of the property as are reasonably necessary to assure compliance in the sole opinion of the Association with the Deed Restrictions, Property Development and Improvement Code and the Association By-Laws, Rules and Regulations for its own benefit and for the benefit of no other person whatsoever.

5. The Contractor shall not start any improvements (including lot clearing, landscaping, driveway work, etc.), until a valid Association Property Improvement Permit has been issued to the Property Owner, all dues and assessments are paid and all other required fees and charges are paid.

6. The Contractor has read the "Environmental Rules, the Property Development & Improvement Code and Permit Information", as published by the Association and hereby agrees to abide by the standards stated.

(Contractor's Authorized Signature and Company Seal)

Date



DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Date Received

Complete? Y N

**PENN ESTATES ARCHITECTURAL REVIEW BOARD
3445 PENN ESTATES
EAST STROUDSBURG, PA. 18301
570-426-9353**

LOT: _____ SECTION: _____ STREET: _____ PENN ESTATES

DATE: _____

THIS LETTER IS TO ACKNOWLEDGE RESPONSIBILITY FOR THE DRIVEWAY AT

STREET ADDRESS OF DRIVEWAY

I, _____ WILL TAKE FULL RESPONSIBILITY
(Homeowner)

FOR THE DRIVEWAY CONNECTION TO THE ROAD. THIS MUST MEET CURRENT ROADWAY REQUIREMENTS, AND SHOULD BE INSPECTED PRIOR TO BLACK TOP. OWNER IS RESPONSIBLE FOR PERPETUAL REPAIR AND UP KEEP OF BLACKTOP CONNECITONS TO ROADWAY, AND CULVERT PIPE AND SWALE.

MAILING ADDRESS _____

SIGNATURE _____

DATE _____

THIS DOCUMENT IS ATTACHED TO DRIVEWAY PERMIT # _____

Connecting Driveway to Road

The driveway pavement must connect with road pavement in a manner that will not:

1. Result in drainage problems.
2. Result in difficulty for road equipment such as snow plows or graders.

Where the driveway slopes deeply either up or down from the road, special precautions must be taken for proper connection to the road. Some driveways may be of a nature that the connection to the road should be left unpaved.

Driveways sloping steeply up from the road that are paved to the road pavement must:

1. Have a swale at the bottom of the driveway before connecting with the paved part of the road.
2. Meet the road before reaching the paved portion and at a lower elevation than the road pavement.
3. Be constructed so water runs off the paved driveway into the drainage ditch.

Driveways sloping steeply down from the road that are paved to the road pavement must:

1. Be constructed so as to direct storm water away from owner's home and/or garage.
2. Be constructed so as road runoff will tend to flow into the drainage ditches.

**PENN ESTATES PROPERTY DEVELOPMENT AND IMPROVEMENT CODE
ARTICLE XXI FROM THE RULES AND REGULATIONS**

Relevant Paragraphs for Driveways

24. FUNCTIONAL RELATIONSHIPS

The total area of impervious surfaces to be built on any lot shall not exceed twenty-five (25%) percent of the total gross area of the lot. The term “impervious surfaces” means all building areas, cemented brick, stone or block patios, paved sidewalks, paved driveways and parking areas and covered storage areas.

There shall be no changes in elevations, grades, vegetation or other natural features that may cause damage or disturbances from the increased surface water run off or soil erosion to other lot owners, nor shall any structures be so located as to intrude, intercept or impede the function of a natural drainage way.

Driveways shall be located to provide safe access to the public road and shall have the longest available slight distance in each direction, combined with the flattest grade at the point of intersection.

Storage buildings, structures and areas shall be compatible and in keeping with the style and character of the residential building, and shall be located unobtrusively on the property.

Outside areas to be used for temporary storage of trash, garbage, waste materials or an unsightly debris and be located where maximum protection can be provided against wind, precipitation, extreme temperatures, animals and other wildlife.

30. DRIVEWAYS

Driveways are to be designed so they do not create any hazard, and the surface type must be clearly identified. Rock, shale or stones are acceptable. There shall be minimum obstruction caused by the driveway to the natural flow of surface water. Driveways require a permit and must be constructed as approved on the plot plan. Concrete driveways over 30 feet long shall contain expansion joints not more than 30 feet apart.

Excavations, fill and surface materials shall be made and placed in a manner that will not interfere with or intensify natural surface runoff, drainage or future maintenance operations of subsurface water and sewer lines. It is directed that drainage pipe made of approved material be of sufficient size and strength to provide resistance to normal traffic and deterioration. Where driveways intersect with roadway drainage ditches, a pipe made of approved material shall be installed with a diameter capable of carrying surface water from the drainage ditch, but no less than 15 inches in diameter. The length shall extend a minimum of two feet beyond each edge of the driveway.

Prior to any excavation work, driveways and future parking areas should be cleared and made passable for contractor use to prevent random parking and damage to the natural character of the property. Depending upon the season, weather factors, topography, and soil conditions, it may be desirable to stabilize the driveway as soon as possible, except for drain pipe installation where the driveway meet the public road, which may be damaged from heavy equipment loads.

Surface materials used on driveways should be compatible with the natural character of the property. Local shale, stone or gravel mix is durable and will allow surface drainage. A paved surface should not be used unless adequate preparation is made including grading, subsurface drainage, road base and shoulder protection.

It is directed that the drainage pipes be of sufficient size and type to provide sufficient strength, storm water capacity and useful life. Culvert pipe and headwalls must be installed in accordance with Township specifications.

When parking areas are built, there should be ample room allowed for vehicular positioning. Edge guards should be used to prevent rutting, erosion, and disintegration. If logs are used as edge guards, they should be set on stone or rock to lessen their decay.

CAREFUL ATTENTION SHOULD BE GIVEN TO THE SLOPE OR GRADE OF THE DRIVEWAY TO PREVENT EXCESS SURFACE RUNOFF AND WATER ACCUMULATION PROBLEMS.

Normally only one (1) driveway will be permitted for a residential property. Driveway approaches shall create minimum interference to roadways.