

Permit Application for

LANDSCAPING BY HOMEOWNER

with no contractor involvement

**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 – signed and dated
- A copy of the homeowner's insurance policy.

Plans:

- A copy of a plot plan that indicates the areas where work will be taking place.
- A narrative describing the scope of the work to be performed
- Please indicate if soil is to be brought in or removed, or moved.

No landscaping can take place in any of the Right-of-Ways. Typically, the front right-of-way ends at twenty-five feet from the centerline of the road. If you are not sure where they are on your property, please ask us and we will tell you or show you.

Information / forms attached hereto:

Relevant sections of the Rules and Regulations

Application for permit

**PENN ESTATES PROPERTY OWNERS ASSOCIATION
APPLICATION FOR ALL LANDSCAPING BY OWNER PERMITS
(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: 'planting bed', 'fence', 'lawn', 'tree removal', etc. _____

I/WE UNDERSTAND THAT:

1. *No work / landscaping can take place in the Right-of-Ways. Penn Estates will not be responsible for any damages.*
2. 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.
3. 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.
4. 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.

Included with this application: Permit Fee \$ _____ (make checks payable to PEPOA)

(Property Owner Signature)

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Received by _____ Date _____

Missing from application _____
 signed/dated ap plot plan/description insurance fee other

Date of completed application _____ checked 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 # _____

