

Permit application for

HOMEOWNER ROOF WORK

**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

A copy of Township construction permit, if required.

A copy of your homeowner's insurance policy – declarations page.

Plans:

Specify whether previous shingles will be removed or covered over. *Note!* Only one layer of shingles may be covered.

Specify what part of the roof is being done.

Shingle specifications including color must be included.

Shingling roofs enclosures:

Application for Permit

Relevant sections from the Penn Estates Rules and Regulations

**PENN ESTATES PROPERTY OWNERS ASSOCIATION
APPLICATION FOR ALL HOMEOWNER ROOF WORK 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 – if other than Owner _____

Brief project description, ie: 'new / repair / replace ', 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.

(Property Owner Signature)

Date

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Received by _____ Date _____

Missing from application _____

signed/dated ap contractor's agreement contract insurance fee Township permit

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 # _____

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

Relevant Paragraphs for Roofs

35. EXTERNAL DESIGN

Exterior materials, finishes and colors shall be compatible with and complimentary to the natural character of the environment. Buildings, structures and areas shall be compatible and in keeping with the style, color and character of the residential building and shall be located unobtrusively on the property.