

Permit Application for

Storage Shed 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 \$___50.00___ Please make checks payable to PEPOA (Penn Estates Property Owners Association).
- Type of materials must be specified. A color sample of roof and exterior must be included.
- Copy of Township Zoning Permit, and Construction Permit (where required).
- A copy of contract between homeowner and contractor, signed by each.
- Contractor's Certificate of Insurance with PEPOA shown as a certificate holder.
- Signed Contractor's Agreement

Plans:

- A copy of a plot plan that includes the proposed location of the shed.

The shed must be constructed and/or located within the buildable area and at least ten feet from the primary structure. If proposed location is close to the building setback lines, an as-built survey may be required.

- A plan and/or drawing of the shed with dimensions showing a top down view (footprint).

NOTE! The largest single opening allowed for any combination of doors is five feet one inch (5' 1").

Enclosures for sheds:

Application for Shed Permit

Contractor's Agreement

Relevant sections from the Penn Estates Rules and Regulations

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: _____

Contractor PA Certification Number _____ Expires _____

.....

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

By: _____
(initials)

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

Relevant Paragraphs for Sheds

35. EXTERNAL DESIGN

Exterior materials, finishes and colors shall be compatible with the 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.

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.

33. GENERAL REQUIREMENTS for AUXILIARY STRUCTURES

A plot plan showing the existing house and stake out for proposed building or structure is needed. Unless otherwise permitted, the auxiliary building or structure must be in a buildable area. A completed ARB construction permit is required.

38. PARAMETERS for a STORAGE SHED

1. Storage sheds must be located within the buildable area of a lot and at least ten (10) feet from the house.
2. Storage sheds cannot be located between the house and an adjoining road.

For most property owners, this means that sheds cannot be located in the front yard. For property owners with corner lots, sheds cannot be located on the two sides of the house next to a road.

3. The ARC prior to delivery and/or construction of the shed must approve the location of a storage shed.
4. The storage shed must be placed on a suitable foundation as approved by the ARC.
5. Storage sheds cannot be used to house any motor vehicles. Consequently, shed doors must not be more than four (4) foot wide.