

Permit application for

HOMEOWNER SHED

**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 to PEPOA (Penn Estates Property Owners Association).

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 or drawing of the shed with dimensions showing a top down view (footprint). Type of materials must be specified. A color sample must be included.

- Copy of Township Zoning Permit and, a Construction Permit (where required).

- A copy of your homeowners insurance policy.

ENCLOSURES FOR SHED

Application for Shed Permit

Relevant sections from the Penn Estates Rules and Regulations

**PENN ESTATES PROPERTY OWNERS ASSOCIATION
APPLICATION FOR HOMEOWNER SHED 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 _____

Color of house _____ Color of Shed _____ Color of shed roof _____

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)

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Received by _____ Date _____

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

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 Sheds

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.

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.