

Permit application for

CONTRACTOR SIDING

**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).

Township Permit if required.

A copy of contractor's insurance policy with Penn Estates named as the Certificate Holder.

A copy of a contract between the contractor and the Homeowner.

A signed 'Contractor's Agreement'

A siding sample or sample of the color.

ENCLOSURES for CONTRACTOR SIDING

Application for Permit.

Contractor's Agreement

Relevant sections from the Penn Estates Rules and Regulations.

**PENN ESTATES PROPERTY OWNERS ASSOCIATION
APPLICATION FOR ALL CONTRACTOR SIDING PERMITS
(Please type or print)**

Owner(s) _____ Date _____
(Last Name) (First Name)

Address: Lot _____ Section _____ Street _____

Mailing Address _____

Home Phone _____ (Number/Street) (City/State) (Zip)
Business Phone _____

Other Phone _____ Fax Number _____

Applicant(s) (if different than Owner) _____

Brief project description, ie: 'repair siding', 'replace siding', 're-side entire house', 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.

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 _____

signed/dated ap insurance color contractor's agreement

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 # _____

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: _____

PA Contractor Certification number _____ expires _____

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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

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Date Received

received by

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

Relevant Paragraphs for Minor Construction

35. EXTERNAL DESIGN

Exterior materials, finishes and colors shall be compatible with the complimentary to the natural charter 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.

47. EXTERIOR FINISH

Exterior finishes are to be compatible with the immediate areas. Natural finishes are recommended. Foundation covering may be required.