

Permit application for

# HOMEOWNER 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

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

A sample, or color sample of the siding

**ENCLOSURES for SIDING**

Application for Permit.

Relevant sections from the Penn Estates Rules and Regulations.

**PENN ESTATES PROPERTY OWNERS ASSOCIATION  
APPLICATION FOR ALL SIDING BY OWNER 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 other than Owner \_\_\_\_\_

Brief project description, ie: 'repairing siding, 'all new siding', 'replacing siding', 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

insurance

color

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 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.