

INDIAN ROCKS PROPERTY OWNERS ASSOCIATION, INC.
P O BOX 204 GREENTOWN PA 18426
CONSTRUCTION APPLICATION

Revised 7/11

PHONE: 570-689-7582 FAX: 570-689-7616
 E-mail: irpoa@indianrocks.com Website: www.indianrocks.com

HOMEOWNER & CONTRACTOR PLEASE READ & SIGN ALL PAGES.
ANY QUESTIONS CONTACT THE ASSOCIATION OFFICE

BUILDER / HOMEOWNER INFORMATION

NAME: _____; DATE: _____	
ADDRESS: _____	CITY: _____; STATE: _____ ZIP: _____
INDIAN ROCKS RD: _____	LOT# _____ SECTION _____
PHONE: HOME: () _____ - _____	BUSINESS: () _____ - _____
BUILDER NAME: _____	TAX ID#(OR) SS# _____
PA Home Improvement Contractor Registration number _____	
ADDRESS: _____; STATE: _____; ZIP: _____	
TELEPHONE: () _____ - _____	REPRESENTATIVE: _____

Application will not be processed without Tax ID number or S.S. number

TYPE OF IMPROVEMENT AND FEES:

New Home Construction:	
(Stick built/Pre-Manufactured)	\$3,100.00
Addition (House)	\$300.00
Garage	\$150.00

AMOUNT OF APPLICATION FEE _____ PAID _____ CK # _____

PLEASE NOTE THE FOLLOWING:

- * All assessments must be current on all properties owned by the P.O. prior to application review.
- * All pages of the Construction Application must be completed and signed by the General Contractor/agent and ALL OWNERS of the building lot.
- * This application is to be submitted to the ACC for review and approval BEFORE any construction begins.
- * Applications not having required information filled out or not meeting the ACC guidelines, will be returned to the P.O. and then be re-submitted as a complete package.
- * This Permit, when issued will be valid for a period of **12 months from the date of approval**, permit for a garage will be valid for **6 months**.
- * Construction is expected to commence **ASAP** from this approval date
- * If by chance the construction project has not been completed within this 12 month period, the property owner shall notify the office by mail or in person that an extension will be required. This extension can be granted for an additional period of not more than 6 months from the last day of the previous approved 12 month contract.
 (This is for new construction only)

The cost for each additional six-month extension will be \$500.00, but there must not be any deviations from the original contracted plans.

INDIAN ROCKS PERSONNEL RESERVES THE RIGHT TO INSPECT ALL WORK FOR THE DURATION OF THE PROJECT BY SIGNING, I HAVE READ AND UNDERSTAND ALL OF THE ABOVE INFORMATION:

PROPERTY OWNER(S) SIGNATURE: _____

CONTRACTORS SIGNATURE: _____

FRAME TYPE:

- Masonry (wall bearing)
- Wood

PRINCIPAL HEAT:

- Gas Oil
- Coal Electric

SIDING: (**EARTH TONE SHADES OF BROWN ONLY**)

- Log
- Wood Grain Vinyl (in an earth tone shade of brown)
- T1 11
- Flitch/Rough Cut

DIMENSIONS:

sq. ft. min. foundation area: 715 sq. ft. sec. 1,2 & 3;
 675 sq. ft. BT & TP SEC.

Garage or Shed

Height (mean ground height not to exceed 27 ft.) a 32' maximum is allowed for chalet type homes.

If an Addition; please specify type of room to be added. _____

EXTERIOR COLORS: (Submit sample of type & color of all materials)

Shingle Color: _____ Mfg: _____

Siding Color: _____ Mfg: _____

Trim Color: _____ Mfg: _____

Window Color: _____ Mfg: _____

Shutters Color: _____ Mfg: _____

Exterior Doors Color: _____ Mfg: _____

Garage Door Color: _____ Mfg: _____

Storm Door Color: _____ Mfg: _____

- DOORS AND SHUTTERS CAN BE PAINTED MUTED SHADES OF COLONIAL GREEN/BRICK RED. SAMPLES OF THESE COLORS ARE ON FILE IN THE ASSOCIATION OFFICE.
- ALL WINDOWS, FRAMES, SILLS, CASINGS, GRIDS, GUTTERS, LEADERS, SOFFITS, FASCIA, ETC. ARE TO BE EARTH-TONE SHADES OF BROWN.
- **ABSOLUTLY NO WHITE.**

All jobs sites are required to have a job-jonnie before any work begins (this includes tree removal).

All job sites are required to have a dumpster or another approved method of garbage removal on site during the time of construction.

Regardless of method: all job sites must be cleaned up by the end of the week.

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NUMBER OF ROOMS:

- LIVING ROOM(S)
- KITCHEN(S)
- FAMILY / GREAT ROOM(S)
- OFFICE / DEN
- BEDROOM(S)
- FULL BATH(S)
- HALF BATH(S)
- GARAGE
- BASEMENT/CRAWL SPACE
- OTHER _____

SHINGLE: (**EARTH TONE SHADES OF BROWN ONLY**)

- ASPHALT
- FIBERGLASS
- CEDAR SHAKES
- METAL

PROCEDURES TO OBTAIN APPROVAL

Submit **one (1)** copy of the following to the Architectural Control Committee (ACC). No application will be processed until **ALL** required documents and information is supplied.

1. A copy of the Salem Twp. Sewage Permit and design of the septic system by a certified individual.
2. A copy of the Salem Twp Building permit.
3. Plot plan, drawn by an engineer/licensed surveyor, drawn to scale and signed by the engineer/surveyor and the owner showing the **exact** location and measurements of the following:
House, deck, steps, garage, and any cross drains
4. Driveway - the width is not to exceed 20'.
5. Impervious Surface - total Impervious surface is not to exceed 20% of total lot square footage.
6. Culvert pipe – under all driveway entrances. (size determined by maintenance). Length of pipe determined by width of driveway. Must be 2 feet longer than width of driveway.
7. All setbacks.- front, sides, & rear. (**Sections 1,2, & 3** are 40' Front & 15' Side & Rear, for **Sections BT & TP** are 25' Front, 15' Side & Rear.)
Remember: This includes overhang, cantilever, chimney & all other projections.
8. Septic tank(s) and drain field:
Remember: Edge and sides of the field to be a minimum of 10' from the edge of the property line.
Minimum slope of bed = 2:1
9. Show existing as well as proposed contour lines of the property.
10. Landscaping: must show location of beds, plant material, & lawns. **Remember:** All future landscaping falls under exterior changes & will require a permit approved by the A.C.C.
11. A complete set of plans showing the following specifications:
All elevations - showing height and foundation wall to each floor and to roof ridge/peak. **height (mean ground height is not to exceed 27') a 32' maximum is allowed for chalet type home.**
12. All proposed exterior colors – **Earth-tone shades of brown only.**
Submit samples of the shingle, siding, trim, windows, doors, gutters, shutters & foundation finish.
13. Fuel tank(s) - location & type.
In-ground tanks must be submitted & shown that industry standards have been followed.
Remember: All tanks must be **Hidden from view** by landscaping or a lattice fence painted an earth-tone shade of brown.
14. Hot tubs must be located on the plans. Only hot tubs that allow the water to remain in the tub for an indefinite period of time will be considered. Approval on a case-by-case basis. **SEE RESOLUTION No. 2009-10.**
15. Television Antennas/Dishes - Indicate location (inconspicuous) on the house and size (up to 36" diam.) on the plans. Approval is on a case-by-case basis.
16. Roof pitch- all main roofs require a minimum pitch of 4/12.
17. Garage - detached or attached.
Remember: A garage is any building/structure that is in excess of 160 sq ft.
18. Soil erosion & sedimentation plan - A statement from the excavating contractor/builder at to what measures will be taken to control site sedimentation from our swales, neighboring properties, etc.
19. A storm water management plan - submit a plan showing what is to be done for water drainage.
20. Certificate of Insurance.
21. A check in the amount of the applicable fee payable to IRPOA for permits and water hook-up.

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CONTRACTORS SIGNATURE: _____

SITE PREPERATION FOR APPROVAL:

Stake out and mark, with red or orange ribbon/paint, the proposed location of the following:

House showing front, back and side setbacks.

Driveway(s)

Water lines

Septic tanks and drain field

All drainage pipes, such as down spout leaders to swale and drainage culverts.

REMEMBER: Each property owner is responsible for all surface water run-off.

Flag all trees that are to be removed (see attached tree removal application)

Storage shed(s) or other free-standing structures

Survey stakes are to be placed by a registered surveyor. **No estimated location.**

Underground electric service must be direct to the house without deviation. Any deviation must be approved.

Preparation for water hook-up:

No water hook-ups will be made in December, January and February. Hook-ups for November and March are at the discretion of the Maintenance Supervisor pending frost conditions.

The water line must be extended from the house to the road. Leave ample line in a coil for I. R. staff to connect to meter pit/main line.

Line size shall be 3/4" poly or copper (type "K" with mechanical-type fittings only) and rated for not less than 200 lbs. psi.

Water hook-up will be made within two weeks from written notice from contractor or home owner that line is installed and ready for service. Two (2) weeks advance notice is required for a water hook-up.

SEPTIC SYSTEM LOCATION

A COMPLETE PROPERTY SURVEY MUST BE COMPLETED SHOWING ALL CORNER PINS.

STAKE OUT AND MARK THE LOCATION OF THE BED, DRAIN FIELD, ETC.

REMEMBER: All septic mounds shall be located at the rear or sides of the property. If, by chance, the only location deemed suitable for the drain field location is at the front of the property, Indian Rocks P.O.A. will need a statement from the S.E.O. of Salem Township stating this.

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APPLICATION FOR TREE REMOVAL

NAME: _____

LOT # AND/OR 911# AND STREET NAME _____

PHONE NUMBER: _____

NUMBER OF TREES TO BE REMOVED ON MY PROPERTY: _____

PLEASE MARK THE TREES WITH TAPE, PAINT, RIBBON, OR ROPE. (CIRCLE ONE)

EXPLAIN THE LOCATION OF TREES & REASON FOR REMOVAL

REMEMBER:

ALL REQUESTS FOR TREE REMOVAL WILL BE CHECKED AND EITHER BE ALLOWED OR DENIED BY I.R.P.O.A. PERSONNEL BEFORE ANY SUCH CLEARING CAN TAKE PLACE.

TREES HAVE BEEN CHECKED BY _____ ON _____ AND ARE O.K. TO BE TAKEN DOWN.
(INITIALS) (DATE)

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PERMISSION FOR PERCOLATION TESTING, SALEM TOWNSHIP
A current certificate of insurance of excavator digging test pits is required.

Name of Property Owner(s) _____	
(List all names) _____	
Lot # & Road _____	
Permanent Address _____	
Signature of : _____	Date _____
<i>(Property Owner(s))</i>	
_____	Date _____
<i>(Designated Agent)</i>	

Applicant grants permission to its agent to enter the above property to perform a Site Evaluation and Percolation Testing according to D.E.R. and Salem Township regulations and policies.

Excavator must have on file a current copy of certificate of insurance before any digging takes place on the above property.

Lot must be surveyed prior to excavation.

Property owner(s) are responsible to see that the Salem Township Sewage enforcement officer (S.E.O) has marked out the exact location of the testing area. The S.E.O., Gary Enslin, can be reached at the Salem Township building on Fridays between the hours of 9:30 am – 12:30 pm by calling (570) 689-4663.

REMEMBER: ALL HOLES MUST BE BACKFILLED after the inspection process is completed by the Sewage Enforcement Officer.

REMEMBER: This is not a permit to install an on site sewage system of any kind, this only allows for the access to perform the testing.

SIGNATURES ARE REQUIRED BY THE OWNER AND THE CONTRACTOR

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COMMENCEMENT OF CONSTRUCTION

- **BLASTING:** If required, contact the office for detailed instructions. NO CONSTRUCTION IS TO TAKE PLACE UNTIL THE PROPERTY OWNER(S) HAVE THE LETTER OF APPROVAL IN HAND.
- **SETBACK INSPECTION:** Call the office. Once the house has been staked out according to the submitted plot plan, no further work can be undertaken until said inspection is completed by Indian Rocks personnel.
- **CHANGE ORDER:** must be approved by the A.C.C. If there is a change in colors, materials, square footage, roof style or slope, additional garage, shed, driveway location, etc.
- **CONCRETE WORK:** concrete work will be the only reason for after hours working. **REMEMBER:** The property owner or contractor must notify the office before 4:30 p.m. that the extended work hours will be necessary for that day only.
- **ENTRANCE TO INDIAN ROCKS FOR ALL CONTRACTORS** is to be via the main entrance, unless previous arrangements have been made for a given day or days with the office.
- **ROAD CLOSURE:** When lights are blinking on the signs at the main entrance, no vehicles over 5 tons (10,000 lbs.) are allowed to enter Indian Rocks for that day. This is to protect our roads during the spring thaw period from the beginning of March until the end of April. **REMEMBER TO CHECK WITH THE OFFICE ON A DAILY BASIS DURING THESE MONTHS FOR UPDATED ROAD CONDITIONS.**
- **FINES ARE GIVEN TO THE PROPERTY OWNER ONLY.** All fines must be paid prior to work resuming and situation corrected.
- **STOP WORK ORDER** is effective once a fine has been handed out to a contractor. Work can resume immediately upon payment of the levied fine and the situation corrected.
- **OCCUPANCY:** Only upon final inspections from both Salem Township and Indian Rocks can occupancy be granted. **NO EXCEPTIONS.**

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CONTRACTORS GUIDELINES FOR WORKING IN INDIAN ROCKS

PLEASE READ CAREFULLY. SIGNING THIS PAGE MEANS THAT BOTH THE OWNER AND THE CONTRACTOR HAVE READ THIS SECTION AND UNDERSTAND THE CONSEQUENCES FOR NOT FOLLOWING THE RULES AND REGULATIONS OF INDIAN ROCKS P.O.A. THE AMOUNTS OF ASSOCIATED FINES ARE LISTED ON AN APPROVED SCHEDULE AND WILL BE ISSUED IF AN INFRACTION OCCURS DURING THE CONSTRUCTION PHASE OF THE PROJECT.

1. USE **MAIN ENTRANCE** ONLY.
2. GET CONTRACTORS PASSES FOR **ALL VEHICLES** REQUIRED TO ENTER THE JOB SITE FROM THE OFFICE. MUST BE GIVEN TO ALL SUB-CONTRACTORS BY THE OWNER/AGENT.
3. A BUILDER'S SIGN MAY BE DISPLAYED BUT CANNOT BE LARGER THAN 4'X4' IN SIZE. **SIGN MUST BE REMOVED UPON COMPLETION OF PROJECT.**
4. WORKING HOURS ARE: MONDAY THROUGH FRIDAY, 7:30 am – 6:00 pm; SATURDAY 7:30 am – 5:00 pm **STRICTLY ENFORCED.**
5. NO WORK ON SUNDAYS OR HOLIDAYS. HOLIDAYS ARE AS FOLLOWS:
 - THANKSGIVING
 - CHRISTMAS
 - NEW YEARS DAY
 - MEMORIAL DAY
 - 4TH OF JULY
 - LABOR DAY
6. **ALL DEBRIS FROM CONSTRUCTION SITE** MUST BE REMOVED IN A TIMELY MANNER FROM THE JOB SITE. THIS CAN BE ACCOMPLISHED BY WAY OF A DUMPSTER OR TRUCK/TRAILER SET-UP TO HAUL DEBRIS AWAY. REGARDLESS OF METHOD, JOB SITE MUST BE CLEANED BY THE END OF EACH WORK WEEK.
7. ALL CONSTRUCTION MUST FOLLOW: **(NO EXCEPTIONS)**
 - a. PENNSYLVANIA UNIFORM CODE (P.U.C.)
 - b. INTERNATIONAL RESIDENTIAL CODE (I.R.C.)
 - c. SALEM TOWNSHIP CODES

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A.C.C. VIOLATIONS - FINES IMPOSED

The **HOMEOWNER IS THE RESPONSIBLE PERSON** for any fines charged because the contractor has violated any rules & regulations.

THE HOMEOWNER WILL HAVE THE FINE CHARGED TO THEIR ACCOUNT AND NO OCCUPANCY PERMIT WILL BE GIVEN UNTIL THE FINE (S) ARE PAID IN FULL TO IRPOA.

- STAINING/PAINTING a house a different color than represented on the ACC building application is a direct violation. No Certificate of Occupancy will be issued until the house is re-stained/painted in accordance with the originally approved earth tone brown color. If a 30-day time period lapses and the violation still exists, the Assoc. has the right to charge the homeowner, as per the Protective Covenants.
- THE CONSTRUCTION SITE must be free from debris, construction material, etc. within ten (10) days from the end of the construction and before occupancy permit is issued. A **\$100.00 per day** fine will be imposed against the homeowner until the situation is remedied.
- CONTRACTORS are subject to the appropriate fines regarding work hours and days as stated above. NOTE: If the office is not notified for extra time due to concrete not setting, the fine will be imposed. Any violation of working hours is a **\$200.00** fine per incident. Working on Sundays or holidays is a **\$500.00** fine.
- VARIATIONS from the originally approved plans must be submitted to the ACC prior to execution or they will be subject to the following schedule of fines:
 - ❑ No footer inspection; **\$500.00** in addition to a stop work order. The burden is on the General Contractor to notify the Association office.
 - ❑ A change in the location of the structure, garage (if detached) or driveway; **\$500.00**. In addition to the fine, if the change violates the ACC Guidelines, the homeowner will be required to re-locate the improvement to meet the ACC requirements.
 - ❑ Additional or change in location of garage doors; **\$200.00**.
 - ❑ Any change to type of exterior siding; **\$200.00**. Any change to an unapproved type or style of siding, **\$500.00** and complete removal.
 - ❑ A change in exterior colors; **\$100.00**
 - ❑ Any change in roof shingle color; **\$200.00**. Any change in roof shingle to an unapproved style or color of shingle, **\$500.00** and complete removal.
 - ❑ A contractor, sub-contractor or their employees, who does not clearly display a current contractors sticker on their vehicle will be fined **\$50.00** for each occurrence.
- A PROPERTY OWNER doing all types of exterior maintenance/construction work (painting, roofing etc.) other than routine maintenance is required to obtain a permit through the ACC.
- WATER VALVE-fine of **\$500.00/incident** if turned on/off by any person other than an Indian Rocks maintenance employee. 24 hours notice required.

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COMPLETION AND OCCUPANCY

- EXTERIOR of any single family structure or addition, which is erected or moved upon any lot of the properties shall be completely finished within twelve (12) months of the date construction commenced. Any garage or other sanctioned building approved by the ACC shall be completely finished within six (6) months from the date construction commenced.
- NO TEMPORARY, i.e. camping, or permanent occupancy of the premises shall take place until the conditions set forth in the occupancy permit are fully met.
- OCCUPANCY PERMIT inspections are done by the Assn. Manager or a designee. 48 hours notice by the contractor/p.o. No inspections will be done on Friday, Saturday, or Sunday. Contact the office for information on obtaining a 911 number. Indian Rocks will provide the sign and it is to be affixed to the house or near by so that it is visible from the road.

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COMBINATION OF 2 OR MORE LOTS.

RESOLUTION NO. 1997-1

A Resolution adopting the combination of 2 or more lots.

The Association will allow all property owners, for any lawful construction, the ability to combine two (2) or more lots into one (1) lot and eliminate the boundary lines or line between them for purposes of the Indian Rocks Architectural Control Guidelines regarding set backs etc., provided that the following procedures are complied with:

- a. A survey of said lot(s) is completed by an engineer or certified land surveyor.
- b. A new deed is prepared with a complete description of the combined lots.
- c. The new survey of the lot(s) and deed is recorded in the Wayne County Court House on the county subdivision map and in the Recorder of Deeds office.
- d. The Indian Rocks Architectural Control Committee reviews and approves copies of the above and a copy is kept in the property owners' file in the Association office.

Approval has to be obtained from the Salem Twp. Planning Commission and the Wayne County Planning Commission.

This Resolution was adopted the twenty-sixth day of April, 1997 by the Board of Directors of INDIAN ROCKS PROPERTY OWNERS ASSOCIATION, INC. OF LEDGEDALE, Salem Twp., Wayne County Pennsylvania by a vote of 4 yes, 1 absent and 0 no.

Pursuant to the Protective Covenants, the contractor, builder, or owner will submit all structures for inspection by the ACC as provided or as may be provided by the ACC. In the event of non-compliance with the completion dates as herein provided, the Association shall have the right, but not the obligation, to hire a contractor and/or contractors to perform the work and furnish the materials necessary for compliance and the particular party acting shall bill the owner for the amount expended plus all attorneys fees and 10% administration/handling fee. In the event owner does not pay same, the Association has the legal right to file a statutory lien against the property involved and all properties owned by the owner and proceed in law or equity to sell the property to obtain said charges.

Any questions regarding this application should be directed to the Association office during the normal business hours of 8:00 am to 4:30 pm, Monday to Friday.
The Property Owner is the responsible party. The Property Owner is responsible to be aware of all phases of the construction, beginning with the permit application through the issuance of the Occupancy Permit. You and the contractor's signature acknowledge that you both have read all governing Rules & Regulations as set forth and will fully comply there with.

All pages of the building Permit Application must be completed and signed by the **General Contractor** and **ALL OWNERS** of the building lot. This application is to be submitted to the ACC for review and approval **BEFORE** any construction begins.

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