

Construction Application

Effective 3/21/26

Indian Rocks Property Owners Association Inc.

889 Ledgesdale Road, Lake Ariel, PA 18436

Phone: 570-689-7582, Email: irpoa@indianrocks.com , Fax : 570-689-7616, Website : www.indianrocks.com

Homeowner Name: _____ Date: _____
 Address: _____ City: _____ State: _____ Zip code: _____
 Indian Rocks Road: _____ Lot#: _____ Section: _____
 Home Phone: _____ Cell: _____ Email: _____
 Builder Name: _____ PA Improvement Contractor Reg. #: _____
 Address: _____ City: _____ State: _____ Zip code: _____
 Builder Phone: _____ Builder Representative Name: _____

Improvement Fee Schedule:

- New Home Construction (Stick built/Pre-Manufactured): \$3,700.00 (this includes mandatory engineer’s report), if you are using your own engineer contact the office regarding application fee.
- Addition to existing house, \$1,200.00 (includes mandatory engineer’s report)
- Addition to existing structure, fee based on size and if engineer’s report required
- Any Structure of 160 sq. ft. or more \$ 200.00 + \$1,000.00 if engineer’s report is required.
- Dormers \$ 200.00 + \$1,000.00 if engineer’s report is required.

Required Application Fee: _____ Paid: _____ Check #: _____ Other: _____

Notes:

- **All pages of the Construction Application must be Completed and Signed** by Contractor/Agent and All Owners of the building lot.
- **This application is to be submitted to the ACC for Review and No Work can commence before Approved Permit is Received.**
- **Applications without the Required Information Completed or Not Meeting ACC Rules & Regulations will be returned** to be re-submitted as a complete package. **All Rules and Regulations are available for review/guidance on the Website www.indianrocks.com**
- **This Permit, when issued will be Valid for a period of 12 months** from the Date of Approval for new house construction. All other permits will be Valid for 6 months from the Date of Approval.
- **All assessments** must be current on all properties owned by the Property Owner prior to application review.
- **Construction is expected to commence ASAP** from this approval date.
- **If the construction project has not been completed by the permit expiration date**, the property owner shall notify the office that an extension will be required. Extension can be granted for No more than 6 months from the last day of the previously approved permit.
- **The cost for each additional six-month extension will be \$500.00.** There cannot be any deviation from the original Approved Plan.
- **Jobsites Must have a Dumpster/Approved** method for Trash/Garbage. Regardless of method Site Must Remain Clean and Tidy.
- **A complete Property Survey must be Completed and Staked out.**
- **Any Additional Resulting Fines/Fees resulting from compliance issues during construction** are the Responsibility of the Homeowner.

PROCEDURES TO OBTAIN PERMIT APPROVAL

1. **BUILDING PERMIT** – A copy of the Salem Township Building Permit is Required.
 Copy of the Salem Township Building permit provided. _____
2. **INSURANCE** – A copy of the Contractors Insurance with IRPOA as Certificate Holder on file is required. PAHIC# required for Home Additions & Structures, with exception of New Home Construction. Insurance COI Provided/On file. PAHIC# Reg# if required.
3. **FUEL TANKS** – Locate in Ground Tanks on Plot Plan and within the Setbacks. With ground tanks submit MFG information relevant to Industry Standards being followed. See Fuel Tank details in ACC Rules. Yes in Ground Tank and Provided Not an In Ground Tank
4. **IMPERVIOUS SURFACE** - The square footage of all structures and other impervious surfaces, such as a paved driveway, some patios, walkways, etc., must not exceed 20% of total square footage of the property. If you own or purchase a lot or lots adjacent to the lot containing the primary structure, the impervious surface area will increase only when said lot or lots are legally combined as per combining of lots for construction purposes.
 a) **Record Lot Total Sq ft** and Any Structure Sq ft.: Lot _____ Home _____ Garage (not attached) _____

By Signing I have Read, Completed, Understand and Agree to the Above:

Property Owner(s) Signature(s): _____ Contractor Signature: _____

5. **PLOT PLAN** – A Lot Diagram Drawn by an engineer/licensed surveyor required. A Structure Drawings by Homeowner, Architect or Other to scale showing the exact location and measurements of the House, Deck, Steps, Addition, Garage, Driveway and any Cross Drains.
- b) **House Plans** with all Home dimensions and Lot Setbacks, Driveway, Patios etc. provided.
 - c) **House/Structure(s) are Staked out on the property and Property Survey Stakes are Present.**
 - d) **Frame Type** - Masonary Wood Other _____
 - e) **All setbacks are within Regulations.** Sections 1, 2, & 3 are 40' Front & 10' Side & Rear. Sections Bear Trac & Tanners Point are 25' Front, 10' Side & Rear. _____
 - f) **Provide Setback Dims here** – Front: _____ Rear: _____ Right side: Left Side: _____
 - g) **Siding Material** Log Wood Grain Vinyl T 11(Wood) Metal (vertical ribs) Other _____
 - h) **Elevations of Roof Peak Height on plans is _____ Can not exceed 27'**, a 32' max is allowed for chalet type home.
 - i) **Foundation Sq. ft. Minimum Meets requirement** - 715 sq. ft. in Sections 1, 2 & 3 and 675 sq. ft. BT & TP Section. _____
 - j) **Sq ft of Home, Garage or Addition footprint on Plans is _____ Sq Ft**, If second structure (garage) _____ Sq ft
 - k) **Driveway Surface Material** - Gravel Concrete Asphalt Other _____
 - l) **Where Required Verified lots are legally combined** where Setbacks are dependent on an adjoining lot to qualify.
 Not applicable. Applicable and documentation provided.
 - m) **Landscaping must show Walls Plantings and Ground Cover Materials.** Those that affect the natural flow of water will be reviewed for effect against the Engineering Study. Any large planting or allowable wall project must be within Setbacks.
 - n) **Gutter Leader Directions & Drainage of any Means is Showing on Plot Plan.** Water dispersed on the homeowner's property or be directed towards an existing swale or culvert. _____
6. **COLORS** - Accurate samples of colors, along with MFG and Name of Color, must be provided with all applications. No White is Permitted.
- o) **SIDING COLOR** - Earth tone shades of Brown & Approved shades of Gray, as per ACC color chart, No White.
Siding MFG & Color _____
Siding MFG & Color (if more than one color) _____
 - p) **FOUNDATIONS** - Earth tone shades of Brown, and approved shades of Gray, as per ACC color chart, No White.
Foundation Color _____
 - q) **DOORS/GARAGE DOORS, SHUTTERS, TRIM, ETC.** - Earth tone shades of Brown, Black, muted shades of Dark Red or Dark Green or gray as per ACC color chart, No White.
Entry Doors MFG & Color _____ **Storm Door** _____
Garage Door MFG & Color _____
Shutter Color _____
 - r) **ROOF** - Earth tone shades of Brown, Black, Dark Green, or Gray as per the ACC color chart, No White.
Roof MFG & Color _____
 - s) **WINDOWS/SKYLIGHTS** – Brown, Black, Gray or Tan, as per ACC color chart, No White.
Window/Skylight MFG & Color _____
 - t) **GUTTER/DOWN SPOUTS** – Brown, Black, Dark Green, Gray or Tan, as per ACC color chart, No White.
Gutter/Down Spouts & Color _____
7. **CULVERT PIPE** – A Maximum Length of Driveway Culvert Pipe is 30", Pipe location including depth, pitch, elevation, and installation is the responsibility of the property owner. A minimum size of 15 inches is required, except in certain approved situations. The property owner, in conjunction with the Storm Water Management Engineer, and the Indian Rocks ACC, will determine if a culvert pipe is required.
- u) **Driveway Area Staked out on property.** _____
8. **GUTTER** – Plot plans must accompany application, showing location of gutters and or leaders and must clearly show where all water will be directed. Water dispersed on the homeowner's property or be directed towards an existing swale or culvert. Colors of gutters and leaders must be an earth tone shade of brown, black or approved gray.
- v) **Location of Down Spouts and Length of Leader from house provided on Plot Plan.**

By Signing I have Read, Completed, Understand and Agree to the Above:

Property Owner(s) Signature(s): _____ Contractor Signature: _____

9. **SEPTIC MOUNDS** - If possible, should be in the rear or on the side of the property. If the only location deemed suitable is in front of the property, a signed statement from the S.E.O. of Salem Township is required. As per PA Code Chapter 73 requirements, the absorption area (berm) must be located 10 feet from any property line or easement when they exist. Since a 10-foot easement exists in Indian Rocks, the absorption area must be 10 feet from said easement or 20 feet from all property lines. No part of septic system (Tank, Field, or Slope) allowed within 10-foot easement. Minimum slope of bed 2:1. Septic system must be clearly staked out and located on plot plan. A new septic system must be a minimum of 100 feet from an existing well. If the new septic is uphill from an existing well, it may be required to be as much as 200 feet from an existing well. See local and state codes for these situations. In situations where the location is not Rear or Side a Statement will be requested from the S.E.O of Salem Township.

- w) **Provided a copy of the Salem Township Sewage Permit** and design of the septic system by a certified individual.
- x) **Septic Location Staked** out on the property in approved and flagged location.

10. **STORMWATER MANAGEMENT PLAN** – All new homes and permanent garages require a Storm Water engineers review. Major additions, or modifications to an existing home may require a Storm Water engineers review. Storm Water engineer reviews are done by an engineer, obtained by Indian Rocks, or the property owner.

- y) **Copy of Engineering Study** included. _____
- z) **Record Additional Needs required** per Engineering report _____
- aa) **Homeowners aware of additional needs** _____

11. **CONTRACTOR HOURS –Applicable Fines for Violations of Contractor Work Hours and Work outside Approved Permit Specifications & Colors** are the responsibility of the Homeowner. Review Fines & Fees on the website www.indianrocks.com on Handbook Tab.

- bb) **Hours are Mon–Fri 7:30am–6:00pm and Sat 7:30am–5:00pm.** For Concrete Work exceptions contact Office prior to 4:30pm.
- cc) **No Work on Sundays and Holidays** -Thanksgiving, Christmas, New Years, Memorial Day, 4th of July, and Labor Day.
- dd) **Contractor Passes are Required for all Vehicles accessing the Development.**
- ee) **Changes of Any Kind following Approval** and the issuing of a Permit Must be Approved by the ACC.
- ff) **Blasting, if required** Contractor to contact IRPOA Office. No activity to commence until Homeowner has Approval Letter in hand.
- gg) **Stop Work Orders are immediate at time of presenting to Contractor.** Work can only resume once the fine has been paid and issue resolve.
- hh) **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.
- ii) **Entrance to Indian Rocks for All Contractors** is to be via the main entrance unless previous arrangements have been approved for a given day or days with the office.

12. **TREE REMOVAL – Separate Tree Removal Application.** No Trees to be removed without Permit.

- jj) **Tree Removal Application** included. _____
- kk) **All trees to be removed are clearly marked with ribbon** for site inspection and approval.
- ll) **Trees Marked meet the guidelines:**

All trees greater than 3 inches in diameter when measured 3 feet above ground require an ACC Permit to be removed. Any tree that is laying on the ground or has fallen over on its own does not require a permit. Only trees that are dead, diseased, infested with insects or within 10 feet of existing house or garage, or pose a serious threat, as determined by a certified arborist, or documented by an insurance company can be removed. No trees can be removed in anticipation of future construction. Removal of additional trees for the sole purpose of making it easier to install modular style houses will be treated on a case-by-case basis. Total number of trees being removed, location of trees, and reason for their removal must be included on the application. All trees to be removed must also be clearly marked with ribbon. The ACC has the authority to tag all trees that will remain standing and take pictures of trees approved for removal or trees that should remain standing after completion of construction. It is the sole responsibility of the property owner to make sure only approved trees are removed. Removal of any tree greater than 3 inches in diameter without approval by the ACC will result in a fine for each tree removed as per the current fines and fees schedule. It is also the responsibility of the property owner to replace the total number of unapproved trees that were removed. Absolutely no clear-cutting of lots is permitted.

13. **No Occupancy of New Homes can take place without Salem Township Certificate of Occupancy Permit Granted.**

By Signing I have Read, Completed, Understand and Agree to the Above:

Property Owner(s) Signature(s): _____ **Contractor Signature:** _____

Application for Tree Removal

Indian Rocks Property Owners Association Inc.
889 Ledgesdale Road, Lake Ariel, PA 18436

Phone: 570-689-7582, Email: irpoa@indianrocks.com, Fax : 570-689-7616, Website : www.indianrocks.com

Homeowner Name: _____ Date: _____
Address: _____ City: _____ State: _____ Zip code: _____
Indian Rocks Road: _____ Lot#: _____ Section: _____
Home Phone: _____ Cell: _____
Email: _____

Contractor Name: _____ Contractor Phone: _____
Address: _____ City: _____ State: _____ Zip code: _____

- a) I have a Quantity of _____ Trees to be removed.
 b) All Trees have been Marked with Ribbon.
 c) Trees Marked meet the guidelines:

All trees greater than 3 inches in diameter when measured 3 feet above the ground require an ACC Permit to be removed. Any tree that is laying on the ground or has fallen over on its own does not require a permit. Only trees that are dead, diseased, infested with insects, within 10 feet of existing house or garage, or pose a serious threat, as determined by a certified arborist, or documented by an insurance company can be removed. Trees being removed for construction purposes must be included on the tree application part of the construction permit, or maintenance application when applicable. No trees can be removed in anticipation of future construction. Removal of additional trees for the sole purpose of making it easier to install modular style houses will be treated on a case-by-case basis. Total number of trees being removed, location of trees, and reason for their removal must be included on the application. All trees to be removed must also be clearly marked with ribbon. On all tree applications (excluding new home applications) when 5 or more trees are removed, one new tree must be planted for every 5 trees removed. Exceptions are considered based on the situation. These trees must be at least 4 feet tall and surrounded with protective fencing. Timeframe to be determined by the ACC committee. The ACC has the authority to tag all trees that will remain standing and take pictures of trees approved for removal or trees that should remain standing after completion of construction. It is the sole responsibility of the property owner to make sure only approved trees are removed. Removal of any tree greater than 3 inches in diameter.

- d) Contractor Hours are Monday – Friday 7:30 am – 6:00 pm and Saturday 7:30 am – 5:00 pm. Work should be completed within 60 days, or approval will be needed to extend. Notify office upon completion.
 e) Explain Reason for Removal and Locations:

By Signing I have Read, Completed, Understand and Agree to the Above:

Property Owner(s) Signature(s): _____ Contractor Signature: _____

ACC Member: _____ Initial _____ Approved Denied Pending Extension

ACC Member: _____ Initial _____ Approved Denied Pending Extension

ACC Member: _____ Initial _____ Approved Denied Pending Extension

ACC Member: _____ Initial _____ Approved Denied Pending Extension

Notes: _____

Extension Approval Date 6 Months from _____ Other _____