

Exterior Maintenance Application

Effective 05/12/26

Indian Rocks Property Owners Association Inc., 889 Ledge Dale Road, Lake Ariel, PA 18436
Phone: 570-689-7582, Email: irpoa@indianrocks.com, Fax: 570-689-7616, Website: www.indianrocks.com

Application Fee total (IRPOA completes): _____ Paid: _____ Check #: _____ Other: _____
Homeowner Name: _____ Date: _____
Address: _____ City: _____ State: _____ Zip code: _____
Indian Rocks Road: _____ Lot#: _____ Section: _____
Home Phone: _____ Cell: _____ Email: _____

Homeowner Performing Work. A Contractor is Performing work, Complete below Contractor information.

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

- All pages of the 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.
- Hours are Mon-Fri 7:30am-6:00pm and Sat 7:30am-5:00pm. No Work Sundays & Holidays -Thanksgiving, Christmas, New Years, Memorial Day, 4th of July, Labor Day.
- This Permit, when issued will is Valid 6 months from the Date of Approval. Extensions require a written request submitted for review.
- Indian Rocks Personnel and ACC Members Reserve the Right to Inspect all Work for the duration of the project.
- Jobsites Must have a Dumpster/Approved method for Tarsh/Garbage. Regardless of method Site Must Remain Clean and Tidy.
- Fines and Fees are the responsibility of the Homeowner for Any Failure to follow Rules and Regulations. Review all Rules and Regulations available for your guidance on the Website www.indianrocks.com. Contact the Office for any questions or concerns.
- Any Resulting Fines/Fees resulting from compliance issues during construction are the Responsibility of the Homeowner.
- Tree Removal for any Project requires a separate Tree Removal Application and Permit Approval.

BUILDING PERMIT – A Salem Township Building Permit is required for Structures Exceeding 160 Sq Ft s or has a Concrete Slab & Any Deck with a height Exceeding 30". Structure exceeding 160 Sq Ft must complete the IRPOA Construction Permit Form rather than this form.

INSURANCE – A copy of the Contractors Insurance with IRPOA as Certificate Holder on file is Required. Provide Contractor PA Home Improvement Contractor Registration Number PA HIC# _____ Verified Insurance - COI Provided/On file with Office.

PROCEDURES TO OBTAIN PERMIT APPROVAL

- ROAD WEIGHT BAN February, March & April**, excludes vehicles over 20,000 lbs. from accessing development, see Rules & Regulations.
- SETBACKS –Structures, Plantings, Driveways and Other Projects** require they are within Property Setback requirements. Sections 1, 2, & 3 are 40' Front & 10' Side & Rear. Sections Bear Tract & Tanners Point are 25' Front, 10' Side & Rear
 - a) Meets above requirments and a Plot Plan provide and Staked Out the location on the property.
- IMPERVIOUS SURFACE – Noted where required** Square Footage of Structures & Impervious Surfaces, paved driveways, patios, 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 per combining of lots for construction purposes.
 - b) Record Sq ft.: Lot _____ Home _____ Remaining _____ Required _____
- LANDSCAPING – \$10.00 Application Fee.** Any Walls Plantings & Ground Covering Stone or Pavers). Extensive Grade work that possibly changes the natural flow of water at the discretion of the ACC may require an Engineering Study. Any large planting or wall project must be within Setbacks. **Must be within Setbacks see Section 1., If subject to Impervious Surface Limitations see Section 2. Yes / No**
 - c) Plot Plan providing locations & any Structure Staked Out on property. _____
 - d) Describe work - _____
- DRAINAGE – \$10.00 Application Fee.** Any Extensive Grade work changing the natural flow of water at the discertion of the ACC may require an Engineering Study. **Must be within Setbacks (see Section 1.) If subject to Impervious Surface Limitations see Section 2. Yes / No**
 - e) Describe Project _____
 - f) Plot Plan - Showing Location of Work & Staked Out the location on the property. _____

By Signing I have Read, Understand and Agree to the Above: Homeowner - _____ Contractor - _____

6. **DRIVEWAY – \$10.00 Application Fee.** Extensive work that possibly changes natural flow of water at the discretion of the ACC may require an Engineering Study. **Must be within Setbacks (see Section 2.). If subject to Impervious Surface Limitations see Section 2. Yes / No**
- g) **Plot Plan Provided & Driveway Staked Out** the location on the property. _____
- h) **Driveway Surface Material.** Describe here _____
7. **SIDING REPLACEMENT – \$10.00 Application Fee.** Permit required for replacing 30 Sq Ft of Siding or More. Horizontal siding must have a wood grain look. Vertical board & batten appearance siding requires spacing between battens not to exceed 12”.
- i) **Siding Information – Complete All Associated Items in the below Section 12. COLORS** (no additional fee) _____
8. **DRAINAGE – \$10.00 Application Fee.** Extensive Grade work that possibly changes the natural flow of water at the discretion of the ACC may require an Engineering Study. **Must be within Setbacks (see Section 1.)**
- j) **Plot Plan Provide and Staked out on Property** _____
9. **DECK / PATIO / SHED (New, Replace, Repair, Cover or Enclosing) – \$10.00 Application Fee. Salem Township Building Permit** required for Structures Exceeding 100 Sq Ft or Deck with a height Exceeding 30”. **Must be within Setbacks see Section 2., If subject to Impervious Surface Limitations see Section 3. Yes / No**
- k) **Description of Work -** _____
- l) **Plot Plan Provide and Staked out on Property** (for New and Extensions) _____
- m) **Complete All Associated Items in the below Section 12. COLORS** (no additional fee) _____
10. **WINDOW / DOOR / GARAGE DOOR / SKYLIGHT – New Installation or Replacement – \$10.00 Application Fee.** Check off & Provide Details.
- n) **Description of Work -** _____
- o) **Complete All Associated Items in the below Section 12. COLORS** (no additional fee) _____
11. **PAINTING / STAINING – \$10.00 Application Fee** and Provide Details.
- p) **List all items to be stained or painted –** _____
- q) **Complete any associated items in the below Section 12. COLORS** (no additional fee) _____
12. **GUTTERS / DOWNSPOUTS – \$10.00 Application Fee -** Requires Plot Plan with location of gutters and/or leaders clearly showing where water will be directed. Water must be dispersed on the homeowner’s property and directed towards an existing swale or culvert where possible.
- r) **Location of Down Spouts and Length of Leader from house provided on Plot Plan.** _____
- s) **Complete any Associated Items in the below Section 12. COLORS** (no additional fee) _____
13. **ROOFING - \$10.00 Application Fee –** Roofing Material _____ **Section 12. COLORS** (no additional fee) _____

14. **COLORS -** Accurate samples of colors, along with MFG and Name of Color, must be provided with all applications. No White is Permitted.
- t) **DECK & SIDING COLOR -** Earth tone shades of Brown & Approved shades of Gray, as per ACC color chart, No White.
Siding MFG & Color, Sample provided _____
Siding MFG & Color (if more than one color) _____
- u) **FOUNDATIONS -** Earth tone shades of Brown, and approved shades of Gray, as per ACC color chart, No White.
Foundation Color , Sample provided _____
- v) **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, Sample provided _____ **Storm Door** _____
Garage Door MFG & Color, Sample provided _____
Shutter Color, Sample provided _____
- w) **ROOF -** Earth tone shades of Brown, Black, Dark Green, or Gray as per the ACC color chart, No White.
Roof MFG & Color _____
- x) **WINDOWS/SKYLIGHTS –** Brown, Black, Gray or Tan, as per ACC color chart, No White.
Window/Skylight MFG & Color _____
- y) **GUTTER/DOWN SPOUTS –** Brown, Black, Dark Green, Gray or Tan, as per ACC color chart, No White.

15. **CULVERT PIPE – \$10.00 Application Fee - A Maximum Length of Driveway Culvert Pipe is 30”,** Pipe location and installation is the responsibility of the property owner. Minimum of 15” Dia. required, except in approved situations. **Must be within Setbacks (see Section 2.).**
- z) **Driveway Area Staked out on property.** _____

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16. OTHER – \$10.00 Application Fee - Describe Project. (Fencing, Chimney, Light Post, Foundation Repair, Awnings, etc..) _____

- aa) Determined Project Subject to Property Setbacks are applicable. Yes / No, If Yes see Section 2. and Staked out on Property
- bb) Determined Project Subject to Impervious Surface Limitations. Yes / No, If Yes see Section 3.
- cc) Determined Project Subject Color, Yes / No, If Yes Complete any Associated Items in the below Section 12. COLORS

17. FENCING – \$10.00 Application Fee – Fencing is Limited to the below Applications and Specifications/Guidelines.

Describe Project and applicable description Check Below- _____

- dd) DECORATIVE FENCING - Up to 3 sections of split rail fence may be used with items such as flowerbeds or shrubbery, but must not be all encompassing of the total property. A section of fence is defined as either (A) 2 posts and 1 section of horizontal rails, or (B) 1 post and 1 section of horizontal rails with ends resting on the ground. Maximum length of a section of fence is 10 feet. Maximum allowable length of the total decorative fencing allowed per property is 30 feet. _____
- ee) PET FENCING - Pet fencing is allowed with the following requirements. Must be attached to house on one side. Minimum height of 3 feet to top of fence. Maximum height of 6 feet to top of fence. Maximum 300 square feet of fenced in area allowed for pet fencing. Fence posts shall be metal or wood. **Must be brown, black, or dark green in color. Wood may remain its natural color.** Posts shall be no larger than 3.5 inches x 3.5 inches. All posts must be securely anchored in the ground, and fences must be securely attached to house. Fencing material must be vinyl covered chain link, or wire that is vinyl or plastic coated in brown, black, or green. Fencing must be located in rear or side of house. _____
- ff) PROTECTIVE FENCING - Fencing is allowed to protect individual plants, shrubs, and trees. Height of fencing not to exceed 6 feet. Fencing in front yard is limited to individual trees and flowerbeds. Any large fenced area must be located in back or side of house. Total area not to exceed 300 square-feet per lot. Fence posts shall be no larger than 2 inches x 2 inches. Posts can be wood, metal, or any other approved material. **Must be brown, black, or dark green in color** and securely anchored, in the ground. Wood may remain its natural color. Fencing material must also be brown, black, or green in color. Only materials intended for the purpose of protecting vegetation from animals may be used. Such as netting, vinyl or plastic-coated wire in an acceptable color. Wood, chain link, chicken wire or other bare metal material may not be used. _____
- gg) ROCK WALLS – Rock walls higher than 2 feet are considered fencing, and will be reviewed on a case-by-case basis.

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ACC Member: _____	Date _____	Initial _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending	<input type="checkbox"/> Extension
ACC Member: _____	Date _____	Initial _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending	<input type="checkbox"/> Extension
ACC Member: _____	Date _____	Initial _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending	<input type="checkbox"/> Extension
ACC Member: _____	Date _____	Initial _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending	<input type="checkbox"/> Extension
ACC Member: _____	Date _____	Initial _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending	<input type="checkbox"/> Extension
ACC Member: _____	Date _____	Initial _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending	<input type="checkbox"/> Extension
ACC Member: _____	Date _____	Initial _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending	<input type="checkbox"/> Extension

Notes: _____

Extension Approval Date 6 Months from _____ Other _____