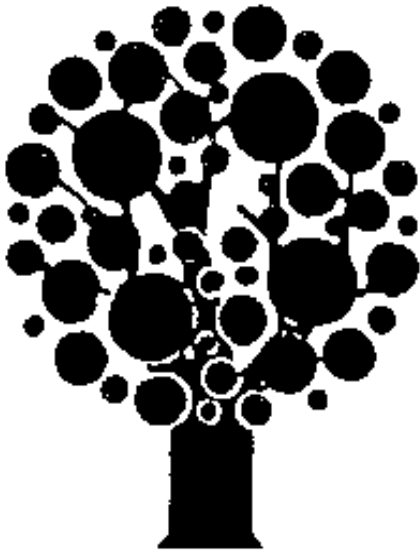


# **BUILDING AND ARCHITECTURE REGULATIONS**



**A POCONO COUNTRY PLACE  
PROPERTY OWNERS ASSOCIATION**

**ADOPTED BY THE BOARD OF DIRECTORS  
ON APRIL 11, 2009**



*Almost 4,000 families call A Pocono Country Place home. Our residents enjoy 24 hour security service, swimming, boating, tennis, basketball and other recreation activities for all ages. As a private community we help protect our residents' quality of life through our rules and regulations.*

*Whether you are considering new home construction, home improvements or home maintenance, our regulations will assist you in providing the best quality of life and quality in construction the Poconos have to offer.*

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## **SECTION 1 GENERAL INFORMATION**

### **A. PURPOSE AND LIABILITY**

These Building and Architectural Regulations “*Regulations*” are rules and other standards that control the construction, erection, repair, maintenance, appearance and removal of buildings and landscaping in the community. These regulations require lot owners to maintain their properties to certain safety and esthetic standards, provide for required permits, sets fee schedules for inspections, and provides fines for violations listed in the Regulations. It is also the purpose of the Regulations to provide other essential information regulating the design, development and uses of the property and its improvements; provide helpful advice and standards to assure the proper solutions to common area problems, and to individual Owner’s property improvement problems; insure environmental quality, manage stormwater runoff, and address aesthetic and economic quality for both the community and for the neighboring properties.

The Rules Enforcement Office, the Building & Architectural Control Committee and any person hired, appointed, or employed by A Pocono Country Place Property Owners Association, when acting in good faith, and without malice, is not liable for damages by reason of anything done under enforcement of the provisions of the Regulations. Our inspectors serve only as extra pairs of eyes to be sure that Contractors comply with our Building Regulations. The quality of construction is enforced by the Property Owner, Contractor, Coolbaugh Township and their Building Inspection Department.

### **B. AUTHORITY, SCOPE AND ENACTMENT**

Ratification on these regulations and any other proposed amendments to the regulations is immediate upon Board of Directors’ resolution of approval. Residents have 45 days in which to rectify previous conditions if a newly adopted regulation will result in a citation. The procedures, requirements, and other standards contained in the Regulations explain in greater detail the requirements created in the Declaration of Restrictive Covenants for the community as (1) contained in the Deed of Conveyance as recorded in the Office of the Recorder of Deeds, Monroe County, Commonwealth of Pennsylvania, for each Section of the Development, and (2) stated in all of the offering Statements and Property Reports of the Developer as Schedule A, which Property Reports were filed with State and Federal Regulatory Agencies for each Section of the Development.

### **C. RIGHT OF ENTRY**

In the performance of their duties, the Rules Enforcement Office, members of the Building & Architectural Control Committee and the Coolbaugh Township Zoning or Building Officials, shall have the right to enter any lot, building or structure in APCP to insure compliance with all requirements in order to protect the health, safety and general welfare of the members of the community. They will do enter at reasonable hours and will display proper identification of their position.

#### **D. RECORD OF PERMITS**

The secretary of the Building & Architectural Control Committee shall keep a record showing the number of each Permit application made under the Building Code, the date issued or denied, the lot number, the estimated cost, the name and address of the owner, the fees charged. The permit record shall be reviewed and approved by the Chairman of the Architectural Committee, and shall be available for reference by the Association and its members.

#### **E. VIOLATIONS**

The Building & Architectural Control Committee will keep a written record of all violations of the Building and Architecture Regulations. This written record will show the date violations were discovered, the nature and location of the violations, the name and address of the person or persons responsible for the violation, the date the notice of violation was issued, and records of all inspections or other events related to the violation, together with the date of each event. All notices of violations of this Building and Architecture Regulation will be issued in triplicate by the Building and Architectural Control Committee, along with the name of the Committee Secretary and the Secretary's signature. One notice shall be sent to the violator, one sent to the Building & Architectural Committee Secretary, and one filed in the office of Public Safety. The notices of violations will be kept in the homeowner's permanent file and be delivered to the Secretary of the Building & Architectural Control Committee.

#### **F. SERVICE OF NOTICE**

A notice of violation will include: (1) a description of the premises (2) nature of the violation (3) identify the violated regulation (4) and require strict compliance with the regulation. The notice of violation may be served: (1) personally on the property owner; (2) by leaving the notice at the residence or place of business of the owner (3) or by leaving the notice with a member (over fourteen years of age) of the family of the owner. If the owner does not reside in APCP, notice may be served personally or sent by mail to the owner's last known Post Office address.

#### **G. RIGHT OF APPEAL**

Every person involved has the right to appeal in writing a notice of violation to the Building and Architectural Control Committee, within 30 days of the date of the notice of violation. The Committee will make a decision and answer in writing the decision to the owner and to the Community Manager. The owner has a second right to appeal within thirty days of the Committee's decision to the Board of Directors if there is proof of pertinent and new information as described in Section 23, Item 4 of the Rules and Regulations of APCPPOA.

#### **H. AMENDMENTS**

These Regulations may be amended, expanded or modified from time to time by the Board of Directors when determined to be in the best interests of the Community and the Association. Notice of all approved changes will be given by the Board of Directors together with the date of their enforcement by posting on APCPPOA newsletter and website.

## **SECTION 2 PERMITS/FINES**

### **A. PERMITS REQUIRED**

No person may start an erection, alteration, enlargement, demolition or any other type of work upon the site, or upon any previously constructed building or structure, unless the property owner files a completed application for a permit and APCP has issued a permit for that work. If no permit is required in these Regulations, the standards still apply described in the Regulation. Permits are valid for six (6) months unless otherwise specified on the permit.

If the work stated in the permit application is not completed within the allowed timeframe, some permits may be extended. Work continued beyond the permit timeframe will result in fines and a stop work order.

### **B. PERMIT APPLICATIONS**

Applications for permits for new construction work that designated as requires a permit shall be submitted to the Association and shall be accompanied by one (1) set of certified plot plans or drawings as required by the permit, proposed improvement plans, specifications, and other information showing the extent and character of proposed work and improvements. After an owner receives a Coolbaugh Township Zoning Permit, the owner must apply for a Guardian Building permit from the Township. Then the owner must apply for the APCPPOA permit, and provide APCPPOA with copies of the Guardian Building Permit and the township permit. Before any permit is issued, the Owner must also submit a list of all contractors and subcontractors for the work to the Building & Architectural Office. The owner must supply a Certificate of liability insurance, copies of surveys and building plans, a tree survey with trees marked for removal, a water and sewer certificate, a permit fee, and a refundable surety fee to remain posted until a certificate of occupancy is received. APCPPOA may require processing time to issue a permit of up to fourteen (14) calendar days, exclusive of holidays, after a completed submission for a new construction permit is received from an applicant by APCPPOA.

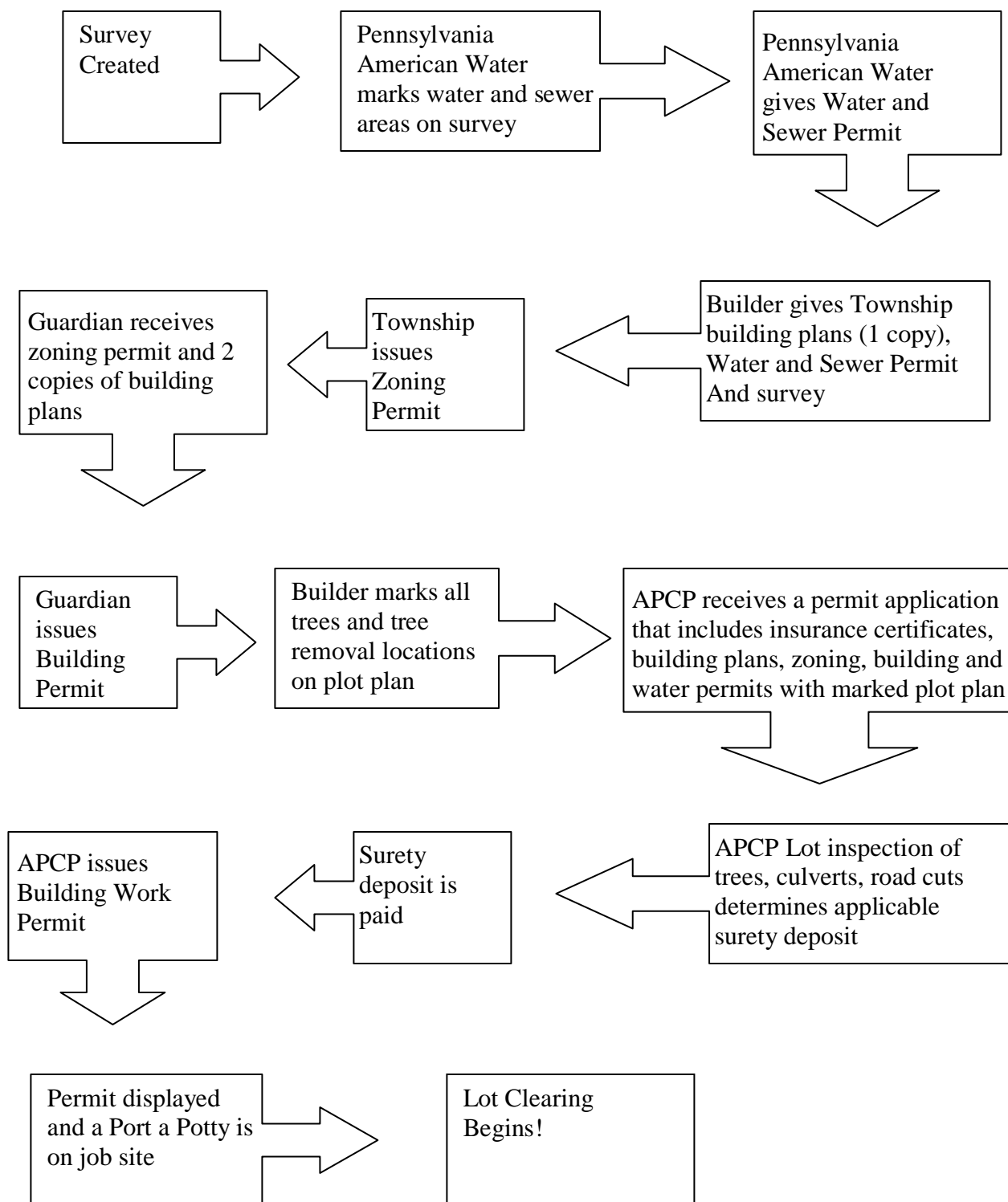
All other applications for building and architecture permits submitted to the APCPPOA will be processed within five (5) days, exclusive of holidays. All permit costs are payable to the Association, and no permit is valid until required fees have been paid in full. After submission of the complete application, the plans shall be retained and shall be accessible for inspection at the Administrative Office of the Association at reasonable times.

A Building and Architecture Permit Card issued by the Association must be posted in a prominent location on work site. It should not be removed until project completion, plan revision, or permit revocation.

### **C. SURETY DEPOSITS**

A Surety deposit will be refunded within 30 days after site cleanup, inspection and approval. The surety deposit is payable to the Association; and no permit is valid until the required surety deposit has been paid to APCPPOA. Surety deposits are returned to the person or company who initially paid the Surety.

## D. Permit Flow Chart



**E. PERMITS FEE SCHEDULE**

	Permits Required*	APCP PERMIT	
		FEE**	Description
APCP=A Pocono Country Place CT=Coolbaugh Township GS=Guardian Services (See contact page)	CT, GS, APCP	50	New Construction
	APCP	100	1 <sup>st</sup> Extension
	APCP	500	2nd Extension
	APCP	25	Lot Inspection Re-inspection 1st
	APCP	50	Lot Inspection Re-inspection 2nd
	APCP	100	Lot Inspection Re-inspection 3 <sup>rd</sup> +
	APCP	500	Culvert Surety
	APCP	750	New Construction Surety
	APCP	500	Road Cut Surety
	APCP	150	Tree Surety (Per Tree)
	APCP	200	Landscaping Surety (Machinery)
	APCP	no fee	Landscaping (no Machinery)
	CT, GS, APCP	350	Garages & Carports Surety
	CT, GS, APCP	50	Additions, Enclosures, Garages, Carports
	APCP	no fee	Tree Removal
	APCP	2,500	Demolition Surety
	GS, APCP	50	Demolition
	CT, APCP	no fee	Deck Additions/Replacements under 30" <200 Square Feet
	CT, GS, APCP	no fee	Deck Additions/Replacements under 30" >200 Square Feet
	CT, GS, APCP	no fee	Deck Additions/Replacements over 30" Any square footage
	CT, GS, APCP	no fee	Demolitions
	APCP	no fee	Excavations for water/sewage repairs
	APCP	200	Surety for excavations
	APCP	no fee	Fences/Dog Pens
	CT, GS, APCP	no fee	Exterior closets, chimneys
	CT, APCP	no fee	Sheds Modular Freestanding
	APCP	no fee	Tanks containing combustible fuel
	APCP	no fee	Antennas/Satellite Dishes
	APCP	no fee	Roofing Repairs under 25%
	GS, APCP	no fee	Roofing over 25%
APCP	no fee	Doors, Windows, Siding (nonstructural***)	
GS, APCP	no fee	Doors, Windows, Siding (structural)	

\*It is the responsibility of the property owner to consult with the Building and Architecture Department on the requirements for each permit listed. Other projects not listed must be discussed with the Department prior to start to review specifications and determine the necessity of permits.

\*\*these represent APCP fees only; additional fees for permits and inspections will be paid directly to Coolbaugh Township or Guardian Services.

\*\*\*Securing of windows and doors with boards requires a nonstructural Door/Window/Siding Permit.

## F. FINE SCHEDULE

<u>Fine</u>	<u>Violation</u>
25	Permit not displayed prominently
25	Builder's sign not removed after completion
250	Start of work without valid permit
1000	Use of an unauthorized permit
750	Stop Work Order
1000	Failure to obey stop work order
1000	Use of a Building without a Certificate of Occupancy
250	Hazardous Conditions (Maximum Daily)
250	Unsightly Property (Maximum Daily)
1500	Unauthorized Tree Removal (maximum)
500	Denied Access to Inspection (1 <sup>st</sup> )
1000	Denied Access to Inspection (2 <sup>nd</sup> )
1500	Denied Access to Inspection (3 <sup>rd</sup> )
250	Satellite/Antenna mounted to tree
250	Use of concrete for sidewalks, driveways, patios
500	2nd Use of concrete for sidewalks, driveways, patios
1000	3rd Use of concrete for sidewalks, driveways, patios

Any owner or owners of any building, or part thereof, or any other improvement that is under construction, and that is in violation of these Regulations, or (2) any Building Contractor or any other person who fails to comply with any of the requirements or provisions of these regulations or who shall depart from the conditions of the approved plans and specifications, upon the decision of the Association, or its designee, shall be liable for the fine as stated for each violation. Work will stop until fines are paid and all violations are eliminated.

## **SECTION 3 STANDARDS AND RESTRICTIONS**

### **A. HIGHEST STANDARDS**

These regulations are not intended as a construction code that would be preempted by Pennsylvania's state-wide Construction Code. These regulations apply to other matters than the Construction Code, and therefore shall not be construed to be in conflict with national, state or local regulations. Wherever there is a difference of standards or requirements between these regulations and other governmental regulations than the Construction Code, the most restrictive highest standards shall control.

It is the intent of these regulations and the Declaration of Restrictive Covenants for APCP that in the event of an alleged conflict between these Regulations and the Covenants, the Covenants shall control. These regulations and their amendments shall take effect immediately after approval by the Board of Directors, and shall be administered and enforced by the Property Owner's Association of A Pocono Country Place and apply to all buildings, structures and land in the manner described in Section 1, paragraph H above.

### **B. BUILDING RESTRICTIONS**

- 1) The total area of impervious surfaces to be created on any lot shall not exceed twenty five percent (25%) of the total net area of the lot. Impervious surface areas means all building areas, cemented brick, stone or block patios, paved sidewalks and walkways, paved driveways and parking areas, covered storage areas, carports, sheds and areas covered with solid plastic ground cover. Net Area is calculated as the gross area of a lot minus any area contained in a street right-of-way.
- 2) No changes are permitted in elevations, grades, vegetation or other existing natural features on a lot that may cause damage or disturbance due to increased surface water runoff or soil erosion affecting any other lots, nor shall any structures be located as to intrude, intercept or impede the function of a natural drainage way.
- 3) Driveways shall be located to provide safe access to the community road, and shall have a safe sight distance in each direction and the flattest grade reasonably available at the intersection of the driveway and the community road...
- 4) Maximum height of any building in APCP shall not exceed 35 feet from the natural grade.
- 5) The use of continuous poured in place concrete for driveways, patios, sidewalks and walkways is prohibited.
- 6) All residences shall have a minimum of finished interior floor area, excluding garages, decks and crawl spaces, of 1600 sq. ft. Exception: For Lots with less than a net area of 10,670 sq. ft. the minimum square footage shall be no less than 15% of the net lot area. In no case shall the finished interior floor are for any residence be less than 1200 sq. ft.
- 7) It shall be unlawful for any person or any entity to change the structure, the use or the occupancy of any residence in the community from one detached residential dwelling house intended to be occupied by a single family. Residential buildings shall mean detached single family dwellings, and include all buildings in which any sleeping accommodations are provided. Public buildings shall be construed to mean all other permanent buildings constructed on common area and intended for use by the Members of APCPPOA and their guests. Any other buildings not in either of those two categories, if any, shall be referred to the Building & Architectural Control Committee for classification. There shall be only one water meter and one electric meter for each single-family residence in the community.

- 8) No metal structures such as shed, garages or pre-fabricated mobile home type units are permitted on residential lots. Metal Roofs are allowed.

### **C. HAZARDOUS CONDITIONS**

For the safety of all residents and visitors to this community, no conditions that could be considered health or safety hazard in any manner are allowed on any property. This includes but is not limited to: tools and other materials unsecured, falling or tripping hazards, unsecured buildings, exposed utility hazards. Every effort will be made by the Property Owner to minimize the exposed danger. The Committee will advise owners on the minimum safety precaution acceptable to every situation in writing. Interim safety precautions can and will be completed by APCP and the charges forwarded to the Property Owner.

### **D. UNSIGHTLY PROPERTY**

All property shall be kept in a sightly manner and be aesthetically pleasing for the quiet enjoyment of all residents. This includes but is not limited to: free of debris, maintained in a workmanlike manner, no siding missing, no unpainted or mismatched finishes, no peeling paint, no boarded up windows or doors, etc. What constitutes unsightly is determined by a majority vote of the Building and Architecture Control Committee members during their monthly meeting.

## **SECTION 4 CONTRACTOR RESPONSIBILITIES**

### **A. PERMIT RESPONSIBILITY**

Obtaining a permit from APCPPOA is the responsibility of the Contractor, or of the property owner, depending on whoever is actually going to be doing the work. All Township zoning and building permits are obtained through Coolbaugh Township and the Building Inspection Department, Guardian Services. The APCPPOA Building Permit is obtained from the Building & Architectural Department of APCPPOA.

### **B. INSURANCE**

- 1) Building contractors, or owners if acting as their own building contractor, shall, during the entire period of work, keep in full force and effect a policy of public liability and property damage insurance with respect to the construction site and the Community consistent with the limits of public liability, accident and property damage liability as set forth by the minimum standards of The Commonwealth of Pennsylvania.
- 2) The policy shall contain a clause that the insured will not cancel or change the insurance without first giving the Association or its designee ten days prior written notice. The insurance shall be issued by an insurance company licensed in the Commonwealth of Pennsylvania. A copy of the policy or a certificate of insurance shall be filed with the Association or its designee.
- 3) Builders and Contractors shall indemnify the Association and the designees and other representatives of the Association and save them harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury or damage to property arising from or out of any occurrence in, at or upon the construction site, the Community or any part thereof or occasioned, wholly or in part, of any act or omission of the builder, contractor, their agents or employees.

If the Association, its agent or designee shall, without fault on the part of the Association, be made a party to any litigation commenced by or against the Builder or Contractor, then the Builder or Contractor shall protect and hold the Association or its designee harmless and shall pay all costs, expenses and reasonable attorney's fees that may be incurred or paid by the Association or its designee, in connection with litigation. The Builder or Contractor shall also pay all costs, expenses and reasonable attorney's fees that may be incurred or paid by the Association or its designee in enforcing the covenants, agreements and requirements of this Code.

### **C. WORK SCHEDULES**

Contractors' working hours shall be from 7:30 A.M. until 7:00 P.M. from March until November during daylight savings time periods and from 8:00 a.m. to 4:30 p.m. for standard time periods, other than in a true emergency. Work is permitted Monday through Friday only, plus outside work is permitted on Saturdays between 9:00 a.m. to 3 p.m. No work is allowed on holidays. The only exception to these standards is interior work that does not create noise that is a nuisance outside the residence or other structure being worked on or work done on an emergency basis with the permission of the Building and Architecture Department of APCPPOA.

#### **D. CONSTRUCTION SITE APPEARANCE**

Job sites must be cleaned daily either by use of a dumpster or other similar means chosen at the contractor's discretion. All equipment, tools, trash, paper, refuse from lunch breaks, wrappings and packing materials are to be stored in such a manner as to protect them from wind, wildlife and residents. Dumpsters must be changed as necessary to prevent any overflow. Dumpsters must be removed from the job site and from adjoining lots upon filling or completion of the project. All property must be left in a condition each day that is acceptable to the Building & Architectural Control Committee.

#### **E. LAVATORY FACILITIES**

Port-a-potty or a restroom is to be on the job site and functioning prior to beginning any work.

#### **F. BUILDERS' SIGNS**

Building and landscaping contractors may only erect signs for commercial purposes during the period of actual site improvement and construction. Contractors' signs shall be no larger than 24"X36" and shall be removed within 1 week after work is complete and certificate of occupancy has been issued. Signs shall not be nailed to any trees.

#### **G. COMPLETION OF CONSTRUCTION**

Every improvement, once begun, shall be completed within six months from the date of approval of the Permit, unless otherwise specified in the permit for the improvement.

In the event a written extension of a permit is not obtained in a timely manner, APCPPOA may require that a new application, complete with fee, plans, specifications and any other data required, be submitted to the Building and Architectural Control Committee for review and approval, subject to any and all requirements in effect as of the date of the new application.

## **SECTION 5 NEW CONSTRUCTION & ADDITIONS**

### **A. PLOT PLANS**

Plans and specifications for new construction and additions shall include a certified survey plot plan of the Owner's lot, drawn to scale, showing all property lines, setback lines, easements, rights of way, utility locations, surface drainage features, major rock outcropping, proposed driveway locations, storage areas, grade changes and all existing structures, if any, proposed building locations, foundation grades and locations of trees. As part of the submission to Building and Architecture for approval as part of the application, the Plot plans shall specifically show the locations of all trees (4" in diameter and larger), indicating which will be removed, which will remain and which will be replaced.

### **B. APCPPOA LOT INSPECTIONS**

After the proposed building lot is surveyed and staked out, trees shall be marked for removal, the utility line locations shall be identified, areas designated for construction material storage, and temporary sanitary facilities located. The need for a driveway culvert pipe will be determined by inspection of an Inspector representing APCPPOA. Written notification must be given at least 24 hours in advance by the Builder that inspection is to be required. The Association has 5 working days in which to conduct any requested inspection. Under no circumstances is the builder permitted to proceed any further with any construction until the requested inspection has been completed, and work has received the Inspector's approval.

### **C. EXCAVATIONS**

#### **1)DRIVEWAYS**

Prior to any starting any excavation work for a residence, the driveways and parking areas shall be cleared and made passable for contractor use. No other areas are to be disturbed or used in order to prevent random parking and additional damage to the natural character of the property. Depending on the season, weather factors, topography and soil conditions, it may be necessary to add material to stabilize the driveway, except for installing the culvert pipe where the driveway meets the community road, since the pipe could be damaged by heavy equipment and deliveries.

Surface materials used on driveway shall be compatible with the natural character of the property. Local shale, stone or gravel mix is durable, and will allow surface drainage. A paved surface shall not be used, unless adequate preparation is made, including grading, subsurface drainage, base material, and shoulder protection. Concrete driveways, sidewalks or patios are prohibited. All shoulders should be returned to their natural state after installation of the driveway. Careful attention should be given to the slope or grade of the driveway to prevent excess surface runoff and water ponding issues.

The amount of impervious material such as blacktop shall not exceed 25% of the net property square footage. The gross area should exclude the 10' road easement. (The net area is the gross area minus the right of way reserved for the street.)

## **2)WATER/SEWER**

All road cuts shall be completed per specifications set by the Association. Road cuts for sewage lines require a special permit. Notification must be made to the Building and Architecture Department in order that the Department can notify Security of road closings and possible School Bus rerouting. The valid per permit must be on site at time of cut.

## **3)CULVERTS**

The flow of storm water along side the community roadway shall not be impeded by the work on the site, nor shall the flow be directed on to roadways. It is the owners' responsibility to clean their culverts and keep them free of any debris. The maintenance department of APCP can complete this work and will pass along the appropriate fees to the homeowner. The Building & Architectural Control Committee of A Pocono Country Place shall determine the need for and provide a separate inspection of, the size and final location of a culvert pipe as well as swales or ditches prior to the start of construction.

## **4)CLEARING**

No person shall disturb or remove vegetation within ten feet from the edge of any lake, brook, stream, drainage ditch or pathway without an approved permit addressing any soil erosion problems. Surface stone, rock and boulders may only be removed within building and improvement area by mechanical equipment. Trees that have been cut should be left on the Owner's lot, with stumps removed where necessary with the proper excavating equipment. Where possible, trees shall be felled onto the proposed building site, rather than onto surrounding wooded area where they may damage other trees and shrubs. Holes created by stump removal in areas other than the building site shall be filled with natural material either from basement and foundation excavation or trucked to site.

Soil and subsurface materials in quantities exceeding three cubic yards to be stockpiled more than thirty days should be protected from erosion.

## **5)BURNING AND BURYING**

No burning or burying of any debris is permitted within the community.

## **D. TREE REMOVAL**

No tree shall be disturbed, cut or removed on any home site within the community prior to submission and approval by the Building and Architecture Department of a site plan, replacement plan and completed permit application.

When building a new home or addition to an existing home is proposed, a plot plan must be submitted that shows all trees that will remain as well as those that will be removed or replaced. No trees are allowed to be removed at any time without a permit being issued before such removal. Only those trees that have been approved for removal by Building & Architectural Control Committee of APCPPOA may be removed. Fines will be assessed for any unapproved removal of trees, and a written guarantee of replacement of those trees must be submitted to and approved by the Association. Should the Property Owner or anyone else remove trees not approved for removal, the Builder is required to notify the Association.

The Builder will be required to replace trees that have to be removed due to construction or those that have been substantially damaged, (A minimum of 5 deciduous replacement trees 5-6 ft tall must be planted on each construction site after completion of construction. Deciduous trees must be a minimum height 8' x 2 ½" D.P.M. (diameter on the tree 4' from ground level on the downhill side) and may be of only the following species:

<u>Small (25-35')</u>	<u>Medium (35-50')</u>	<u>Large (50'+)</u>
Hedge Maple	Carolina Silverbell	Hackberry
Amur Maple	Golden Raintree	Londone Planetree
Thornless Cockspur Hawthorn	Amur Corktree	Northern Red Oak
Washington Hawthorn	European hornbeam	Pin Oak
American Hornbeam	Sawtooth Oak	Shumard Oak
Canada Red Cherry	Ruby Red Horsechestnut	English Oak
Japanese Flowering Cherry		Shingle Oak
Shadowblow/Serviceberry		Honey Locust
Mountain Ash		Ginko
Japanese Tree Lilac		Green Ash
Columnar Sargent Cherry		Zelkova
Crabapples:		Little Leaf Linden
Columnar Siberian		Redmon Linden
Red Baron		Sweetgum
Pink Spires		Blackgum
Red Jewel		Turkish Filbert
Sentinnel		Kentucky Coffee
Sugar Tyme		Hardy Rubber
Sprint Snow		Dawn Redwood
Tschonoski		Bald Cypress
		Pagodatree
		Norway Maple
		Red Maple
		Sycamore Maple

In the event the structure is not completed the lot in question will be returned to its natural state by 100% replacement of all trees removed. Owners may plant any variety of coniferous trees; however, these do not count as replacement trees.

## **SECTION 6 OTHER PROPERTY IMPROVEMENTS**

### **A. ADDITIONS TO OR ENCLOSURES OF PARTS OF AN EXISTING STRUCTURE**

1. For any proposed addition to an existing residence, the owner or contractor must submit a completed application plus a survey of the property showing the net area and all impervious surfaces. *Impervious surfaces* include the total surface area of the residence, decks, sheds, sealed walkways, car ports, cantilevered structures, garages, paved driveways and solid plastic ground covering. *Sealed* refers to brick, block or stone that is bonded by cement, grout or other sealant.
2. The total sum of the existing surface area of the house, the area of the new addition, all other structures or additions and the total impervious surface area must not exceed twenty five percent (25%) of the net area of the lot.

### **B. CHIMNEYS/EXTERIOR CLOSETS**

The minimum requirements as set forth by Coolbaugh Township's Inspection Services, Guardian, must be followed.

### **C. DECKS**

All new or replacement framework and decking should be made of either pressure treated lumber or a composite permanent lumber-type material. Decks elevated over 30" from the ground require hand railings 36' in height. Design and structure of the deck must follow the Coolbaugh Township minimum requirements.

### **D. DEMOLITION**

If a building, portion of a building or other freestanding structure has been found to meet the standards for demolition according to Coolbaugh Township Ordinances, a permit for demolition must be applied for through both the Township and APCPPOA. Permits for demolition expire 30 days after issue and are non-renewable. All demolition practices shall comply with the same standards for activities on a lot as required under the section on New Construction.

### **E. DOG PENS**

Dog Pens should be sized at 10' wide, 10' length by 6' high. Pen material should be metal chain link erected 2 feet below grade or 1 foot minimum if soil is deemed to be extremely rocky. All pens should be placed in the rear of the house.

### **F. FENCING**

Application for fencing must include a scale plan of proposed footers, locations, distances, height and identify where it will attach to the house. Fencing must be installed no closer than 5 feet from the property line and only in the rear of the property. No fences are allowed in the front of or on the side of any property. Minimum height is 3', and the maximum height is 6'. Fencing must be only vinyl or other permanently-colored plastic material. No privacy fences are allowed. Footers must be dug at a minimum

of 42” with a minimum 8” round sona tube insert for post attachment and inspected by the Building and Architectural Control Committee prior to footer being poured. Final inspection of fence is to be completed by the Building and Architectural Control Committee.

## **G. FUEL TANKS**

A permit is required for the installation of propane, oil, or any other type of tank for combustible fuel. Buried oil tanks shall not be permitted due to potential for soil contamination.

- (A) Mounted on rigid, non-combustible and approved, non-corrosive supports. (no wood)
- (B) All tanks having a capacity of 250 gallons or less when the soil has not been disturbed for a period of at least one year, solid concrete blocks may be used. Concrete blocks shall be placed side-by-side with not more than ¼” space between any two blocks.
- (C) Tanks 250 gallons and larger shall be mounted on poured compact ground concrete slab at least 4” in thickness and extend the full length of the tank. The slab shall include at least 3 steel reinforcement rods, ½” in diameter in the footing.
- (D) An impervious retention basin at least equal in size to the volume of the tank shall be constructed to contain any overflow or leakage from the tank when the fuel is kerosene or fuel oil.
- (E) All fuel tanks and heating/cooling equipment regardless of size shall be screened from view from any roadway. Lattice or evergreens may be used for this purpose. Tanks and equipment should be installed in the rear of the home whenever possible.
- (F) Fuel tanks and heating/cooling equipment are not allowed in any setback area of the property.
- (G) Fuel tanks shall not be installed in a driveway or other area where it can be damaged by a motor vehicle.
- (H) Adequate ventilation shall be provided at the tank storage location.

## **H. GARAGES**

Garages are defined as any building for sheltering, cleaning or repairing a motor vehicle. All garages, including prefab/modular garages must meet requirements of these regulations and the current building codes utilized by Coolbaugh Township. No temporary shelters of any kind are allowed.

## **I. LANDSCAPING**

Landscaping refers to the arranging or modifying the features of a property for aesthetic or practical reasons by the owner or under the owner’s direction. This shall include but not be limited to removal or planting of bushes, trees, ground cover and grass; use of decorative stone, wood or paving blocks.

1. A permit issued by APCP is required when any work is done by self-propelled commercial mechanically powered equipment by the owner or his agent. A surety deposit is required. A fee is charged when a contractor is employed. There is no fee for the planting of trees or bushes.
2. Porous weed barrier must be used within 6’ of the house when a drainage problem exists.
3. A permit is required when any landscaping or excavating is done in the easements of the right-of –way for roads. The Building & Architectural Control Committee or its designee shall be consulted before any work is started planting trees and bushes in the easement area are prohibited.
4. Tree removal requires compliance with the regulations as outlined under *New Construction and Additions* for necessary permits, surety and replacement.

## **J. POOLS/SPAS**

Pools more than eighteen inches in wall height and not enclosed in a permanent structure are prohibited on private property. Hot Tubs/Spas must be enclosed by a gate (i.e., yard fenced, deck has a gate) that is secure and safe. All pools and hot tubs must meet the minimum requirements and have approval of Coolbaugh Township.

## **K. ROOFS**

Roofs requiring minor repairs (up to 25% of roof area) require only a permit from APCP. Roofs requiring major repairs (more than 25% of roof area) must comply with the minimum requirements as set forth by Coolbaugh Township's Inspection Services, Guardian.

## **L. SHEDS (MODULAR AND UNATTACHED)**

Sheds/Storage Buildings shall be compatible and in keeping with the style and character of the Residential building and shall be located unobtrusively on rear portion of the building lot. No all-metal pre-fabricated kits or storage buildings are allowed. Aluminum sliding is allowed on constructed sheds.

Each lot shall be limited to one such structure of not more than 150 sq. ft. in area and not higher than 10 feet to the eave from the natural grade. The structure shall rest on footings and/piers. The depth of excavation for footings shall be carried to at least 12" below the frost line, but not less than 42" below the finished grade. The wood sill plate of the shed shall be anchored to the footings or piers.

## **M. SATELLITE DISHES/ANTENNAS**

All antennas not mounted on a building are considered to be separate structures and require a building permit. "Satellite" type antennas must comply with applicable FCC regulations. Satellite dishes should be mounted on roofs, the side of house or metal poles secured in concrete.

## **N. TREE REMOVAL**

All procedures for tree removal follow the requirements as set forth under Section 5, New Construction in these regulations.

## **O. WINDOWS/DOORS**

All windows and doors should be in working order at all times. On an emergency basis, a 45 day non renewable permit for boarding up a window or door will be issued as a temporary safety measure.

## Contact Information

### **Coolbaugh Township Zoning Office**

5510 Memorial Blvd.  
Tobyhanna, PA 18466  
570-894-8490  
www.coolbaughtwp.org

### **Guardian Inspection Services, Inc**

(Coolbaugh Township's Building Inspection Service)

5510 Memorial Blvd  
Tobyhanna, PA 18466  
570-894-2801  
570-894-2986 (fax)

### **Pennsylvania American Water Company**

(Water and Sewer Permits and Specifications)

1-800-717-7292

### **A Pocono Country Place**

Building & Architecture Director  
BLD-ARCH@apocountryplace.com  
1 Country Place Drive  
Tobyhanna, PA 18466  
570-894-8356