

BIRCHWOOD LAKES COMMUNITY ASSOCIATION, INC.
212 ASPEN ROAD
DINGMANS FERRY PA 18328
Telephone: (570) 828-2111 Fax: (570) 828-9009

CONSTRUCTION PERMIT REQUEST FORM

Instructions

Pursuant to the Association's Covenants & Restrictions and Section 98-50-19 of the Association's Rules and Regulations, no structure or building of any sort shall be moved, erected or constructed until a complete set of plans and specifications have been submitted to and approved in writing by BLCA. All owners must complete a BLCA application and submit their approved plans with any applicable approved permits from Delaware Township to the BLCA Office.

A BLCA permit will be issued upon review and approval of all paperwork applicable.

The property owner is responsible for any damages BLCA roadways and will be held liable for the actual costs of any repairs necessary.

The following are required to obtain a BLCA permit:

1. Completed and signed application
2. Copies of the approved permits obtained from Delaware Township
3. Copies of applicable plans approved by Delaware Township including plot plan or survey
(40 to 199 square feet you need a Delaware Township Zoning Permit)
(200 square feet and over you need a Delaware Township Zoning & Building Permit)

NO WORK SHALL COMMENCE WITHOUT AN APPROVED BLCA PERMIT!

Non-compliance will result in a fine of \$100.00 with 15 days to comply. After 15 days there shall be a \$10.00 per day charge for each day that the violation continues. Permit will not be issued unless all fine amounts due are paid in full.

LIMITATIONS ON CLEAR-CUTTING OF LOTS:

No owner shall clear any tract or part thereof of brush, trees or anything else of a flammable nature, except after having first obtained the approval in writing from the Board of Directors. The BLCA Rules and Regulations Section 98-50-17 carries a fine of \$350.00 for each violation. See BLCA Tree Removal Request Form.

Upon receipt of your BLCA permit,
it must be clearly posted along with the applicable Delaware Township permit.

BIRCHWOOD LAKES COMMUNITY ASSOCIATION, INC.

Application for Construction Permit

- NEW HOUSE ADDITION GARAGE SHED
 OTHER _____

OWNER INFORMATION:

DATE: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____

TELEPHONE: _____ STREET ADDRESS: _____

LOT _____ BLOCK _____ SECTION _____

CONTRACTOR INFORMATION:

COMPANY NAME: _____ PAHIC # _____

MAILING ADDRESS: _____

TELEPHONE: _____ REPRESENTATIVE: _____

BUILDING DESCRIPTION:

BUILDING SIZE: WIDE _____ LONG _____ HIGH _____ SQUARE FOOTAGE _____

FOUNDATION TYPE: _____ CONSTRUCTION TYPE: _____

COMMENTS: _____

TOWNSHIP INFORMATION:

ZONING PERMIT # _____ BUILDING PERMIT # _____

SEPTIC PERMIT # _____ WELL PERMIT # _____

I understand that all township permits are required and all township ordinances shall be adhered to. I will also comply with the Birchwood Lakes Community Association's Rules & Regulations, Covenants & Restrictions as referred to in my deed of record.

Any damages caused to the BLCA roadways, common areas, etc., are the responsibility of the property owner and the owner will be billed and held liable for the costs of any repairs necessary. The Association shall be reimbursed for all costs involved in correcting any damage caused by the contractors, suppliers, or property owner in regards to any alteration, construction, renovation and/or repairs to the owner's property.

Due to security gate system, the owner's permission is required to allow access to contractors for the completion of the above named project:

I grant BLCA permission to allow access through the security gate system to my property for any and all contractors, individuals or companies requesting to do so beginning on _____, 20____ and expiring on _____, 20____.

I grant BLCA permission to allow access through the security gate system to the following individuals and/or companies beginning _____, 20____ and expiring on _____, 20____.

(Access will only be provided to those named below. Owner must notify BLCA of any extensions in time periods needed for access.)

_____	_____
_____	_____
_____	_____

I DO NOT grant BLCA permission to allow access to any contractors, individuals or deliveries through the security gate system, and will either allow access through my telephone or notify the office on an individual basis as needed.

BLCA MUST BE NOTIFIED UPON COMPLETION OF CONSTRUCTION.

Property Owner's Signature

Date

Birchwood Lakes Community Association

Tree Guidelines

(Effective November 10, 2016)

The BLCA Tree Guidelines are intended to preserve the natural beauty and character of our community and to protect our property values. Therefore, the Association will only allow the removal of trees on residential lots in the community if there will be no adverse impact on the community or the environment.

- A. Except for guidelines, no person shall remove any trees over 5 (five) inches in diameter without first obtaining approval in writing from the BLCA office.
1. A Member may remove one tree per year at Members discretion. Prior to removal a Tree Removal Notification Form must be completed and submitted to the BLCA office.
 2. Any request to remove more than 1 (one) tree (over 5 inches diameter at the base) per year will require inspection and approval by a BLCA Board member followed by approval of the Board of Directors.
 3. In the event of an emergency, a BLCA staff member may inspect the tree(s) to be removed and upon confirmation that it is an emergency situation, approval will be given immediately.
- B. Prior to inspection by a BLCA Board member or staff member, all trees must be conspicuously flagged, and property boundary markings identified. The total number of trees to be removed must be noted on the Request Form along with a detailed reason for removal of each tree. Trees will be approved for the following reasons only:
- a. The tree is dead with no leaf growth over the past six-month period.
 - b. The tree has been severely damaged by storm or other natural occurrence.
 - c. The tree is a threat to a home, including decks, sheds, garages and septic systems.
 - d. Trees need to be taken down for new construction (house, shed, garage, septic, perk test, etc) or landscaping.
- C. No trees are to be removed for construction projects until all well, septic, and other applicable zoning and building permits and approvals are in place from the Township and BLCA, including a Tree Removal Request Form.
- A Tree Removal Request Form must be approved before any construction may begin and must include the exact number of trees to be removed.
 - In the event that a new building or other structure is not completed for any reason, all trees that were removed for this construction must be replaced. BLCA will require replacement with native trees 6.0' in height and 1.5" in diameter measured one foot above finished grade. BLCA will determine the placement of replacement trees based on trees indigenous to the area to be completed within six months of violation and at violator's sole cost.

Penalties:

- D. Each tree removed or damaged shall constitute a separate offense. In addition, any member or tenant who, in violation, causes a tree to be removed or damaged shall repair or replace the tree at the violator's sole cost and expense within six months of violation. The location and planting specifications for replacement trees shall be approved by BLCA prior to replanting.
1. Violations of A1 shall be fined \$25.00
 2. Violations of all other guidelines shall be fined \$350.00

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TREE REMOVAL REQUEST FORM

Request Date: _____ 1st Request: Yes No Date _____
Member Name: _____ Street Address: _____
Mailing Address: _____ Telephone # _____
_____ Lot _____ Block _____ Section _____

TREES MUST BE MARKED PRIOR TO REVIEW FOR ISSUANCE OF PERMIT

List # of trees and size of trees: _____

Reason for tree removal: _____

I understand that a follow-up inspection of my property may be done without notice. My signature is authorization for a BLCA representative to enter my property and inspect the completed work. Failure to comply with the information provided above may result in the issuance of a citation. The BLCA Rules & Regulations Section 98-50-17 states No Clear Cutting Permitted and carries a fine of \$350.00 for each violation.

Member's Signature: _____

Sketch location of trees to be cut

Office Use Only

Office Approval: Yes No Initial _____

Date of Approval: _____

Board Approval Required: Yes No

Date of Approval: _____

BLCA Inspection Date: _____

Results: _____

Trees previously removed: _____

Inspector's Signature: _____

**Authorization to remove indicated trees expires one year from approval date.
CONTACT THE OFFICE AFTER THE TREE(S) HAVE BEEN TAKEN DOWN.**

The Permittee hereby acknowledges that by granting the requested building permit, the Association makes no warranties or representations, express or implied, relating to the compliance of the proposed project with federal, state, or local statutes, ordinances or regulations, or the impact of the proposed project on any other parcel within the Association. The Permittee hereby releases and holds the Association harmless and further agrees to indemnify the Association for any damages resulting from a violation of federal, state or local statutes, ordinances or regulations, or damage to any other parcel within the Association caused by or resulting from the proposed project.

Property Owner

Lot _____ Block _____ Section _____

The Permittee hereby acknowledges Section 98-50-19 Construction Permit requirements and the penalties for failure to comply – *Amended effective 10/11/08*

- A. In accordance with the Association’s Covenants & Restrictions, no structure or building of any sort shall be moved to, erected, or constructed until a complete set of plans and specifications have been submitted to and approved in writing by B.L.C.A. All owners must complete a BLCA application and submit their approved plans from Delaware Township with any applicable approved permits from Delaware Township to the BLCA office. A BLCA permit will be issued upon review and approval of all paperwork applicable.
- B. In case of an emergency septic repair, the Delaware Township Permit # must be provided to the office. Once the repairs have been completed and inspected by Delaware Township, a copy of the Township permit must be provided to the BLCA office on the first business day when permit is issued.
- C. The property owner is responsible for any damages to BLCA roadways and will be held liable for the actual costs of any repairs necessary.
- D. Failure to submit completed BLCA application and proper documentation to the BLCA office prior to commencement shall result in \$100.00 fine with 15 days to comply. After 15 days, there shall be a \$10.00 per day charge for each day that the violation continues. BLCA Construction Permit will not be issued unless all amounts due are paid in full.
- E. **Project must be completed within two (2) years from date of permit.**
- F. **Member shall be fined One Thousand Dollars (\$1000.00) per month thereafter until the Project is completed.**
- G. **Completion shall be defined as the date a Certificate of Occupancy is obtained from the Township. Contractor shall present a copy of the Certificate of Occupancy to the Community Manager within ten days of acquiring same. Fine will be levied until the Certificate of Occupancy is provided to BLCA.**

Property Owner

Lot _____ Block _____ Section _____