



## ACCESSORY BUILDING AND EXTERIOR IMPROVEMENT PERMIT Permit requirement information and Instructions

A BML Permit must be issued before an individual may commence any exterior renovations or improvements. It may be necessary to secure a Stroud Township permit as well. The Blue Mountain Lake Club Estate Lot Declaration calls for the following:

“Any building, fence, wall, improvement or other structure commenced, erected or maintained upon any lot, or any exterior addition, improvement, alteration, repair, change of paint color, change in grade or other work to be made or done which in any way alters the appearance of the exterior of any property or the improvements located thereon from their natural or improved state when first sold by the Developer, must be substantially completed in accordance with approved plans and specifications within (12) months after construction of the same shall have commenced, except that the Design Review Committee may grant appropriate extension.”

### **IMPROVEMENTS**

#### **1. Deck extension or enlargement**

- A. “To scale” drawing is required, along with a drawing of the dwelling showing the proposed location of the extension or enlargement on a plot plan. Plot plan can be provided by Management.
- B. Listing of material types to be used.
- C. Indication of any trees over 2” in diameter (“dbh”) to be affected by the work.

#### **2. Shed or storage building request**

- A. Limit one storage building per lot.
- B. Maximum size of building base, 150 square feet.
- C. Specify material to be used.( Metal sheds are not permitted)
- D. Indication of any trees over 2” in diameter (“dbh”) to be affected by the work.
- E. Exterior finish must be specified and be in harmony with dwelling.
- F. Plot plan must accompany submission and designate location of building, in relation to other structures.
- G. Picture or drawing of proposed building.

**3. Retaining Walls and Other Exterior Structures (including gas or fuel tanks, permanent generators, entrance columns, ponds, etc.)**

- A. A plot plan must accompany submission, showing location, height and dimensions of structure.
- B. A materials list showing items to be used must be enclosed.
- C. Indication of any trees over 2” in diameter (“dbh”) to be affected by the work.
- D. Lighting and/or planting plans must be shown.
- E. For gas or fuel tanks, plot plan must accompany submission and designate location of tank(s) and type of screening to be used (lattice, plantings, etc.).

**4. Fences**

- A. A drawing of the fence specifying materials to be used and height of fence must accompany submission.
- B. Indication of any trees over 2” in diameter (“dbh”) to be affected by the work.
- C. Fences may only be erected on the rear of the property, not to extend forward beyond the back elevation of the dwelling.
- D. Any project that requires significant clearing or earth disturbance may require bonding or other surety.
- E. Maximum height is 6’ (six feet); wood and other materials resembling wood are acceptable (metals, including chain link are not); earth tone colors compatible with the colors of the house, are acceptable.

**5. Alteration of exterior color or siding**

- A. A sample paint chip or sample of siding, brick or stone face must accompany submittal

**6. Enlargement of dwelling, add-ons, garage (including detached garage), or deck enclosure**

- A. A scaled drawing of proposed changes must be included. This must show foundation, elevation and materials specified, including specifications, and plot plan with grades if applicable.
- B. Indication of any trees over 2” in diameter (“dbh”) to be affected by the work.
- C. Plot plan to scale.
- D. Garage must be a minimum of 12’ x 18’ and have a garage-type door to be considered.

**7. Driveway paving or enhancement**

- A. “To scale” drawing is required, along with a drawing of dwelling with location of driveway indicated on a plot plan. Materials to be used must be specified.
- B. Indication of any trees over 2” in diameter (“dbh”) to be affected by the work.
- C. The final grade of pave (driveway) must not be higher than an imaginary level line drawn from the paved road surface across the road shoulder.
- D. There must be a hot tar seal between edge of driveway and edge of street pavement.

**8. In-ground pool (indoor or exterior)**

- A. Looked at on a “case by case” basis.
- C. **Above-ground pools are prohibited.**
- A. Complete set of plans and specifications, including plot plan, elevations, dimensions and materials.
- B. Indication of any trees over 2” in diameter (“dbh”) to be affected by the work.
- C. Copy of plans and contract with pool company.
- D. All necessary permits from local, state and federal agencies must be obtained.

**9. Roof repair or replacement**

- A. If you are replacing more than 25% of the roof a permit is required by BMLC.
- B. Copy of permit from Stroud Township required with submittal of permit application (shingle replacement only does not require a Township permit. If you are replacing sheathing and/or rafters then a Township permit will be required).

**10. Other – This category includes any other improvement which requires municipal, state or federal permitting (i.e. solar panels)**

- A. Looked at on a “case by case” basis.
- B. Complete set of plans and specifications, including plot plan, elevations, dimensions and materials, as what is submitted to municipality.
- C. All necessary permits from local, state and federal agencies must be obtained.

**NOTE:** Management and/or the Design Review Committee reserves the right to request additional information if required.

All additions and/or major alterations to existing structures require a BML Permit regardless of whether the work is to be done by a contractor or the property owner. **It is the owner’s responsibility to ensure that they stay within their property lines when performing work.**

I have read this document and understand the requirements for the Accessory Building and Exterior Improvement Permit process.

I, the applicant, certify that the alterations will NOT encroach on another property.

\_\_\_\_\_  
Property Owner Name Printed

\_\_\_\_\_  
Property street address (include house #)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date



**PERMIT APPLICATION**

Owner Name: \_\_\_\_\_

BML Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Please list the improvement of which the permit is needed for: \_\_\_\_\_

Please list the contractor who will be performing the work: \_\_\_\_\_

Please provide the telephone number of the contractor: \_\_\_\_\_

If using a contractor, has the contractor provided you with proof of insurance?    Y    N

*If the work you are having performed requires a permit from Stroud Township (or Smithfield Township), please attach such permit to this form along with any drawings, material samples, etc. If these items are not attached and required to obtain a BMLC permit, your application will NOT be processed.*

*It is the owner's responsibility to ensure that they stay within their property lines when performing work. By signing below, you certify that the alterations will NOT encroach on another property.*

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<b><u>For Office Use Only:</u></b>			
Approved:	Yes    NO	Date:	_____
Permit # issued:	_____	Owner Contacted?	Y    N
How was owner contacted?	Phone    Letter    Email		
Signature of staff authorized to approve:	_____		
Denied: (reason why)	_____		