

# **Green Pond**

## **Building and Construction Regulations**

### **Procedures for New Construction and Renovations**

**Changes: 5/14/03, 6/13/03, 7/16/03,7/30/05,8/2/05,9/30/05, 10/18/05, 02/07/06, 03/16/06, 7/11/06, 01/29/07, 07/17/07,  
10/23/07, 04/14/08, 5/21/08, 6/17/08**

# INTRODUCTION

Green Pond is unique. It is enriched by its history, traditions, and diverse architecture. It is a community of rich character and charm that has been created by generations of families who recognize the beauty and uniqueness of the environment and sought to protect it. As a result of its efforts, our community is today able to regulate its own future.

Recent years have brought about many changes in our community. We have evolved from a summer village to a rapidly expanding year-round community. The character and visual quality of our environment is being challenged and changed by an enormous amount of construction. These changes require regulations which will provide a common point of reference for all concerned on how best to relate new construction and renovations to our shared landscape.

Regulations are needed to ensure harmony among buildings and their settings. Regulations should serve as the starting point for the planning, design, and coordination of all new construction. Stockholders are required to follow the (1) Procedures: Construction and Renovation; (2) Notification of Project Home Construction or Remodeling, and (3) Building Regulations sections of this booklet when planning construction and renovations. Plans must be submitted to the Corporation Office, hereinafter called the "OFFICE" for processing.

The Board of Directors of Green Pond Corporation hereinafter referred to as "The Board" has authorized the issuance of the following regulations. If, after reading these regulations, stockholders have any questions or concerns, they may request a meeting with the Real Estate Planning and Building Committee, hereinafter called the "COMMITTEE," to review their proposed plans. This step may be time saving and cost effective.

The COMMITTEE was created to support the Board of Directors and all stockholders by assisting with the process of construction as it pertains to the rules and regulations set forth in this booklet. This will assure smooth and careful development of the entire community. The Committee holds its meetings on the last Tuesday of each month. The Board holds its meetings on the second Tuesday of each month.

The intent of these regulations is to allow stockholders to develop individual properties or leaseholds in a manner that maximizes enjoyment, but remains consistent with obligations to their neighbors and the Green Pond community. This is evidenced in the stockholders agreement with the Green Pond Corporation, hereinafter called the "CORPORATION."

It is clearly recognized that aesthetic decisions are a matter of the personal taste of the homeowner. These regulations are intended to help each of us have a better understanding of how individual taste can be compatible with the shared needs of our community.

The regulations contained in this document may be changed at any time at the discretion of the Board. The latest version is available at the OFFICE and on the Green Pond Web site under "Construction."

The BOARD will not accept a photocopy of this document as a formal submission.

# **Green Pond Goals and Regulations for Construction and Renovations**

- 1. To preserve the character and look of Green Pond.**
- 2. To protect the quality of the lake, our most precious resource.**

**This is achieved by:**

- A. Ensuring that individual homes do not put undue stress on public systems such as storm sewers, pumping systems, or the lake by changing the flow or quantity of ground water.**
- B. Ensuring that new construction and renovations are within scale to the building plot and to adhere to established building codes.**
- C. Encouraging homeowners to incorporate traditional elements in their design.**
- D. Protecting the natural landscape and blending through a building design, which minimizes the visual impact of all structures.**

## **PROCEDURES**

### **Construction and Renovation**

These procedures apply to the renovation or construction of homes, accessory buildings, fences, tree removal, boat docks, driveways, septic systems, shoreline stabilization, seawalls and lake dredging on property owned or leased by stockholders of the CORPORATION or impacting on common land.

Before proceeding with any construction or renovations, all stockholders must complete the attached application package to obtain the approval of the COMMITTEE. This approval must be granted prior to making application to Rockaway Township for any building permit. Rockaway Township has agreed it will not issue any construction permits to Green Pond Stockholders without a set of plans marked “final” and stamped with the CORPORATION’S seal of approval. Once a Rockaway Township permit is issued a copy of that permit is to be given to the OFFICE for their files. At that time a Green Pond Construction permit will be issued to the Stockholder, this permit must be displayed on the Stockholders property until the Green Pond GM gives Final inspection approval. Both permits must be obtained and posted prior to any construction commencing.

A performance deposit will be required prior to the start of construction and will be returned upon approval and completion of inspections of the project. The amount of this deposit may be adjusted at the discretion of the COMMITTEE.

The COMMITTEE is responsible for all reviews of Stockholder plans, both the “Preliminary” and “Final” plans. The COMMITTEE will issue final Approval unless unique complications exist, at that point the Stockholder’s plans will be forwarded onto the BOARD for review. The “Final Approval” letter will be issued to the Stockholder by the OFFICE upon the receipt of hard copy of COMMITTEE minutes.

If the Stockholder is unsatisfied with the Committee's final decision they have the right to appeal to the Board for a review. This appeal must be in writing and list the specific reasons why the Stockholder would like an additional review. This appeal must be submitted to the Office no later than 2 weeks prior to the Board's monthly meeting. Upon receipt of this appeal the Stockholder will be notified that their project has to be placed on the Board's agenda and a time for their appearance, if requested.

Stockholders are invited to make an appointment with the COMMITTEE as soon as preliminary plans for proposed construction have been completed. (Meetings are the last Tuesday of each month). Eight (8) full size copies of preliminary plans with dimensions are required for the COMMITTEE'S review. This initial meeting can be very helpful to stockholders, because it may forestall costly revision of plans and will facilitate approval of the final plans once they are presented. The COMMITTEE may also make a site visit before it makes its final approval. Pictures and descriptions of the proposed project while not required for preliminary approval are encouraged. If revised plans must be submitted, it is necessary to obtain three (3) full size copies of the preliminary plans for the COMMITTEE'S review.

**Stockholders are responsible for informing their neighbors of their proposed project.** An example of the required letter is included in this package. The rules for notification are listed below. This notification process must be completed before the COMMITTEE will approve the Final Plans. The notification guidelines are as follows: For residents of the Village Area, Laurel Hill, Old Lake End, Dead End, Oak Lane and Green Pond Rd you must notify your immediate neighbors. That is defined by those neighbors on each side, behind and across the street from you. For residents of Lake End Road, West Shore and 7 Sisters you must notify all neighbors within 200 feet.

The purpose of the Notification of Project letter is as follows:

- to inform neighboring stockholders about the project to solicit their comments, questions or concerns regarding the project.
- to notify concerned stockholders of the date on which the COMMITTEE will review the project.
- to give concerned stockholders ample time to respond before the date the COMMITTEE has set to make its review and/or recommendations on the project in question.

These letters along with a reduced set of plans and specifications must be sent certified mail, with return receipt requested (addressed to 1 Old Lane, Green Pond, NJ. Please place your account number on the return receipt) and a stamped envelope addressed to the OFFICE, within 14 days of the COMMITTEE meeting wherein the final plans will be reviewed. The Letters of Notification must be dated and signed by the neighboring stockholders.

Neighboring stockholders having questions or concerns regarding the proposed project are encouraged to make their concerns known on the Notification of Project letter. They may also request to attend the COMMITTEE meeting to voice their concerns. If they have no objections to the proposed plans, they are asked to sign the Notification of Project letter and return it to the OFFICE by the indicated date. No response from the neighbor by the prescribed time will be viewed as acceptance of the Stockholders project. The COMMITTEE, after reviewing the documentation, will make its recommendations known to the Stockholder via telephone or letter within a week of the meeting.

To obtain FINAL approval, stockholders must present a written request summarizing their projects along with three (3) detailed FINAL building/site plan copies to the OFFICE. Along with the building/site plan, an "as built property survey" must be submitted for all projects other than "small jobs" for which the REPBC requires only the minimum amount of performance deposit. This survey must include the locations of all property boundaries, improvements, wells, septic system components, and impervious coverage calculations. The REPBC may in its discretion require any stockholder who seeks REPBC approval of a "small job" construction project to submit an "as built survey" for such project. In connection with all construction plans, the stockholder must also submit the size of the septic system (number of bedrooms the disposal field can handle) based on the septic system records of the

Rockaway Township Health Department or a certified engineer. \*Please note that stockholder may not use the records of the Tax Assessor relating to the number of bedrooms to determine the required size of the septic system. The Tax Assessor does not use the size of the septic field to determine number of bedrooms and tax assessment figures may be inaccurate. These plans will then be reviewed by a quorum of the COMMITTEE at its earliest possible date. These are the same plans that will be submitted to Rockaway Township for their approval so all-relevant information must be included. Failure to obtain "Final Approval" will result in a penalty, and possible loss of community privileges.

Building and site plans must show the following:

- Existing and proposed conditions of the lot being renovated on a current copy of the property survey which shows the locations of all property boundaries, improvements, wells, septic system components, and impervious coverage calculations.
- Floor plans to scale.
- All elevations (four sides, with height measured from existing grade) and locations of buildings on adjacent lots, to scale.
- Existing and proposed detail of driveways, fences.
- Trees 10 inches in diameter or larger that will be removed.
- A detailed drainage plan for the site.
- Specifications and locations for any new or repaired septic system and/or well.
- The general topography of the lot, including identifying any proposed changes to grade.
- Landscape plans when developed
- Design details of the proposed structure. CCA Pressure Treated lumber shall not be used in any construction projects. (I.e. siding materials, window style, and landscape plans, etc.)
- Underground storage tanks location (propane/oil)

Once final approval is obtained, the following will apply:

The stockholder is required to sign the attached Certificate of Approval containing all conditions and recommendations by the COMMITTEE. His/her signature indicates that he/she will follow the plans as approved by the COMMITTEE. This Certificate will become a permanent record in his/her file.

- A Final Stamp of approval will be placed on every document presented and approved by the COMMITTEE and will become part of the stockholder's permanent file. This includes two copies of the final, approved drawings.
- A performance deposit will be required along with a completed IRS Form W-9, Request for Taxpayer Identification Number and Certification. When the project is complete and it is found to be in accordance with the approved plan and either a temporary or permanent CO is issued, the deposit, plus interest, will be returned to the stockholder. The deposit will be forfeited if the actual construction is not in accordance with the approved plan. Both the Green Pond Manager and the Rockaway Building Dept. are capable of issuing a "STOP WORK" order on non-conforming projects. If this order is issued the Stockholder must cease work immediately. Failure to comply is listed on the Penalties page of the booklet.

Any revision of the original approved project plan must first be resubmitted to the COMMITTEE or General Manager for review.

The General Manager will periodically inspect the project and will enforce all the construction rules and regulations. If non-compliance is found an immediate STOP WORK order will be issued. This notice will stay in effect until the non-conformance is corrected or the COMMITTEE approves a revision to the

approved final plans. Note: When a stop work order (SWO) is issued ALL work must cease and Contractors must leave.

Inspection by the General Manager, in conjunction with the Township, is required for new construction with respect to footings, framing, and the Certificate of Occupancy. The COMMITTEE reserves the right to make individual exceptions to its construction rules and regulations, depending on specific circumstances. These exceptions shall not be deemed as changes in the regulations.

# NOTIFICATION OF PROJECT

## HOME CONSTRUCTION OR RENOVATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The Green Pond Corporation requires that we notify our neighbors of our plans to (*brief description of project*) our home at (*address*), Green Pond, New Jersey. We have enclosed a reduced set of plans for your review. A larger more complete set of plans is available at the Corporation office.

A copy of our proposed plans has been submitted to the Real Estate Planning and Building Committee for review at their \_\_\_\_\_ meeting.

If you have any comments, questions, concerns, or objections regarding our plans as currently presented, return them in writing to the Real Estate Planning and Building Committee, in care of the Corporation Office. You may also request to attend the COMMITTEE meeting (held the last Tuesday of each month). Please attempt to complete and return this form within one week of receipt.

If you have no objections, please indicate, by signing this notice in the appropriate space and returning it to the Green Pond Corporation Office. This letter must be received in the office by (date) \_\_\_\_\_.

Thank you,

*Submitting stockholders signature*

*Name*

-----

I/We have no objections to the request submitted by *name* at *address*, Green Pond, New Jersey.

Stockholder: \_\_\_\_\_

Date: \_\_\_\_\_

# GREEN POND CORPORATION BUILDING REGULATIONS

## CONSTRUCTION

1. New construction, additions, or renovations on existing lots shall conform to Rockaway Township R-13 zoning.
2. Lots with less than 25% of their area covered by materials impervious to water may be allowed to increase coverage to 25%. Impervious coverage calculations should include the following, houses and accessory buildings, asphalt and concrete driveways and concrete, asphalt or secured slate walkways or patios. A licensed surveyor or your architect can perform this calculation for you. **Note: The Town of Rockaway has adapted the ruling that interlocking solid pavers are considered 100% impervious. The only accepted pavers considered pervious are permeable/porous pavers.**
3. The use of dry wells may be considered as a way to meet the 25% impervious coverage requirement for pre-existing coverage greater than 25%. One inch of rainwater, times the area exceeding 25% impervious coverage, will generally be considered as the volume to be contained in the dry wells. Soil drainage conditions may also be considered, as a factor, to determine a change in the impervious coverage requirement. The COMMITTEE reserves the right to refer drywell applications to Princeton Hydro for review at Stockholders expense, please see fees and penalties page for details.
4. Only one, two-story single-family dwelling shall be erected on each stockholder's lot. Plans for all accessory buildings must be submitted in the same manner as renovation or construction of a main building.
  - a. New accessory buildings cannot be used for living quarters and cannot contain a bathroom.
  - b. Only one kitchen per home. Auxiliary buildings whose owners have installed stoves in them without CORPORATION permission, must remove the stoves prior to the leasehold being transferred. In cases where property owners who once rented their auxiliary building and agreed to remove the stove in their building, so they would not have to pay privilege fees on that building, may not reinstall the stove prior to selling their property. All future stockholders will be bound by the stove regulations and may not reinstall a stove in the future.
5. A shop, store, mercantile establishment, or trading place shall not be constructed on any stockholder's property.
6. Requests from Stockholders for movement of their homes forward (i.e. towards the lake, street etc.) will be handled on a case-by-case basis in accordance with Rockaway Township regulations.



7. Any new construction or rebuilds located on Old Lane, Shadyside Lane, Sunnyside Lane, Cliffside Lane, Bonnie Brae, Dawson Drive, Grove Lane, Pleasant Lane, Dead End Road, Oak Lane, and Beach Front (Designated Areas) must abide by the following foundation requirements:
  - a. All new homes in the Designated Areas are required to be built either (1) with a slab construction on existing grade or (2) using a crawlspace located above flood level. Raised crawlspaces will be built with the bottom of the crawlspace on existing grade extending upwards. This would require the first floor to be elevated above existing grade since the floor of the crawlspace must be at existing grade.
  - b. Homes will still be required to conform to the Corporation's 31" height requirement.
  - c. This change should greatly reduce the need for pumping water that accumulates in traditional crawlspaces and basements due to the high water table.
  
8. A building's above ground living area must be kept to a maximum of two stories.
  - a. The height of the house cannot exceed 31 feet
  - b. The height of the building shall be determined by taking the average of front and rear measurements from the original grade along foundation level to the highest point of the building, excluding chimneys.
    - In cases where grade changes are approved, building measurements for height are still required to be taken from the original grade.
    - Original ground elevation is defined as the mid-point between the lowest and highest ground elevation.
  
9. Structural width shall be measured by the side facing the street or the lake, if the property is a lakefront property. Width will include chimneys and other extensions.

The maximum width and minimum sideline requirements are as follows:

	Maximum Width	Minimum Sideline
Lots under 90' frontage	56'	10'
Lots 90' – 96'	60'	12'
Lots 96' and more	65'	15'

10. Chimneys and other projections cannot extend more than 3 feet above line of ridge.
  
11. Stockholders whose building footprint exceeds these maximum width regulations may continue to do so during future renovations, provided:
  - i. Existing footprint is not extended or moved in any direction.
  - ii. A second story is not cantilevered beyond the first story.

- iii A second story addition to an existing building is limited to the maximum width as described above.
  - iv. Footprint does not encroach upon minimum Rockaway Township side yard regulations.
12. Buildings that currently exceed the 31-foot height regulation may not exceed that limit with any future additions. Should any future change or renovation result in the material removal of sections that previously exceeded the 31-foot limit, it cannot be rebuilt above 31 feet.
  13. **The maximum height of a detached garage shall not exceed 16 feet.** A garage shall be considered attached when it is connected to the house by a foundation and roof.  
-The height of the garage shall be determined by taking measurements from the flooring to the highest point.
  14. The maximum size for a shed shall be 8 feet wide by 12 feet deep or 96 square feet. When possible the shed must be kept away from community view.
  15. Major Construction shall be permitted on a restricted basis from July 1 and continuing through Labor Day. Construction will be permitted Monday through Friday ONLY during the hours of 9:00 am and must end by 5:00 pm, Monday through Friday excepting Holidays. The Corporation abides by the Rockaway Township time schedule from the day after Labor Day until June 30<sup>th</sup>.
  16. Any construction requiring excavation that may cause washout must be protected by a silt fence.
  17. Only those trees designated for removal on the site plan may be cut down. Clear cutting of property is strictly prohibited.
  18. Permission to remove all excess clean fill (not including stumps, large boulders, construction, and septic debris or contaminated soil) must be granted by the CORPORATION. The CORPORATION will designate an area for the clean fill to be deposited.
  19. The owner will be responsible for damage to right-of-ways, roads, or adjacent property caused by the owner or any contractor working for the owner.
  20. All stockholders must maintain their building sites in a neat and orderly condition throughout construction. No encroachment on a neighbor's property is permitted without written permission from that stockholder.
  21. Construction and lot cleanup must be completed within one (1) year of CORPORATION and Township approval to start construction. This includes any adverse impact caused by construction on an adjacent property. The Stockholders site must be kept in a clean and orderly manner and as required a dumpster may be ordered
  22. Landscaping plans may be proposed and considered after a building has been constructed, provided no permanent changes are made in grade, etc. during construction. Grading that adversely affects the drainage of surrounding stockholders will not be permitted.
  23. No fence higher than four feet is permitted. No chain link or wrought iron fences are permitted. Wood or woodlike fences will be accepted.

24. All TV dishes or radio antennas free standing or otherwise, must be approved before installation. Location, height, appearance, and neighbor's input will determine where it may be placed.
25. All underground fuel tanks (fuel oil) must be tested and certified by a licensed Tank Testing contractor. A copy of the Certificate must be presented to the OFFICE. No new installations of underground oil tanks are permitted.

#### MODULAR HOME REGULATIONS:

Green Pond understands that this is a growing segment of the home construction market and may be a choice for you as the stockholder. As a result we have developed some guidelines to be followed when moving forward with a modular home project. In addition to all standard requirements stockholders must do the following:

- Submit elevations – these can be obtained from the architect, home manufacturer or dealer. We need to see the front and rear elevations and height, width and setbacks of the structure.
- Submit detailed foundation plans, with measured elevations. Cover letter to indicate who will install the foundation to plan specifications.
- Have all issues related to the routes used to transport modules and equipment through the Village or Lake End agreed to and cleared with both Rockaway Township and the Green Pond General Manager.
- Have each service supplier provide Green Pond Corporation with adequate liability coverage in an amount and manner sufficient to cover its own potential damages. This will allow the Corporation to indemnify any damage to Stockholder(s) persons or property.
- Have all suppliers provide detail of underlying liability policies for review by Green Pond legal counsel. In addition, Green Pond Corporation should be made an “additional insured” on policies for a period extending from the project approval date to at least six months beyond the estimated project completion.
- The Cash Bond from the Stockholder should be held as secondary cover, until any claim against the contractor, modular home supplier or Transport Company is fully settled.
- Issue letters requesting approval of affected Stockholder(s) above and beyond those neighbors covered under existing guidelines. These letters should be sent to any Stockholder that may be affected or inconvenienced during the transport or maneuvering of the home. This letter should state the dates and times of deliveries and detailing any potential disruptions involved.

\*\* - Please allocate addition time for the COMMITTEE and BOARD to consider these requests due to their complexity and the number of Stockholders affected. -\*\*

#### MAINTENANCE

Stockholders are required to notify the General Manager and receive approval for certain minor repairs or replacement (example, windows). Notification is not required for roof replacement and re-siding of house provided no other construction is being done.

## **SEPTIC SYSTEMS**

All septic systems must be kept in sanitary condition. The CORPORATION through their engineering firm Princeton Hydro must approve the type of system and the manner of construction. Stockholder will be responsible for the fee, see fees and penalties page for further details. To obtain this approval the stockholder must submit the below documents to the office. All septic installations and repairs require submission to the BOARD for approval. If the stockholder is also seeking to perform construction this approval must be obtained prior to submission of preliminary plans.

- Current Survey of pre-existing system that shows the location of all property boundaries, improvements, wells, septic system components, and impervious coverage calculations.
- Proposed site plan showing the new system and its relationship to neighbors' wells, septic systems and curtain drains, including the distance between each.
- Survey of all neighboring properties that could be affected by the new proposed site.
- Curtain drains: Plans must show the egress of the curtain drain.
- Landscaping plans

## **SOIL LOGS**

Request for soil logs or repairs on Common Land: The BOARD must have prior notice and requires the BOARD'S approval.

Requests for soil logs or repairs on owned land or leased land (99 yr. lease): The enforcement of prior notice to the BOARD must come from the property owner.

## **REQUEST TO ADD COMMON LAND TO LEASEHOLD FOR THE SOLE PURPOSE OF INSTALLING A NEW SEPTIC SYSTEM.**

The Stockholder must provide the following to the CORPORATION for submission to Princeton Hydro:

- Professional Engineer (P.E.) certification demonstrating that existing septic system cannot be replaced at its current location and thus must be sited on Corporation common property. The certification must include an environmental impact statement evaluating the impact the proposed septic located on the additional Leasehold will have on the Lake and on surface and ground water drainage, and that there is a benefit to Green Pond's ecosystem from moving the system onto Corporation Common Land.
- Results of soil log tests – one on current leasehold (on a case by case basis a soil log may be taken on the Leasehold {09-11-07}) and two conducted on proposed septic system site on Corporation common property when in need of an alternative. (Must be observed by Director or Management.)
- Five (5) copies of a complete design plan for the proposed septic system that includes:
  - a. existing and new surveys of the septic systems
  - b. current surveys and/or site plans for both the existing leasehold and the proposed additional leasehold
  - c. landscape plan to reestablish natural vegetation and bio-filtration to be implemented following installation of the new septic system

- Our Engineering Firm, Princeton Hydro must review the septic design plan prior to Board approval. The stockholder will be billed for this review.

## **WELLS**

Drilling of a new well must be a minimum of 50 feet from the lake.

## **BULKHEADS**

Bulkheads, lake walls, etc. shall be constructed of natural stone only. No concrete is permitted. No wood may be used in the lake except as a cap for walls. Caps must be installed at least 6 inches above high water lake levels. All replacement bulkheads, etc., when rebuilt, must also be replaced as outlined above.

## **DOCKS**

The erection of new or replacement *permanent* docks is prohibited. Existing permanent docks may remain, subject to ordinary maintenance and repair. There will be an annual fee imposed on all existing permanent docks to reflect the use of common property for the benefit of the individual stockholder. Major renovation or replacement requests for permanent docks will not be considered. In such instances, only seasonal docks will be approved. Seasonal docks will be approved at the discretion of the COMMITTEE. Seasonal docks may be installed by April 1 of each year and must be removed by November 15 of each year.

## **USE OF ICE RETARDANT SYSTEMS FOR PERMANENT DOCKS**

Existing permanent docks may have ice retardant systems installed. The installation of such systems must be reviewed by the COMMITTEE and approved by the BOARD. Ice retardant systems shall not extend beyond 10 feet into surrounding waters from the protected dock. No ice retardant system will be designed or operated so as to prevent ingress or egress to the lake or to disrupt the formation of ice across a channel. Every effort must be made to minimize the noise of an operational ice retardant system.

Ice retardant systems shall only be operated when ice forms on the lake and must be accompanied by signs at the shoreline and at the end of the docks specifying "Danger, thin ice". Such signs shall be a minimum of 2 feet high by 3 feet wide and shall feature letters of at least 3 inches high, so as to be visible from a distance of 100 feet.

## **DRIVEWAYS**

The COMMITTEE wants to review all driveway projects that will increase the size or change the material used in the existing driveway. All driveway projects whether new or replacements must conform to Rockaway Township Building regulations. A permit must be obtained to perform any work. Please contact Rockaway Township Building Department for further information. (Phone number)

\*\* Please note, use of macadam (blacktop, asphalt) as a driveway cover increases your impervious coverage. All stockholders must maintain a 25% impervious coverage or their current coverage.

### **All Driveways**

1. The construction, reconstruction, revision, or resurfacing of any driveway at its connection with a municipal road is prohibited unless a permit has been obtained from the Construction Department. Please bring a Plot Plan (a drawing of your lot showing existing and proposed physical features and dimensions) to obtain a permit. You do not need a driveway permit to seal coat.

2. The driveway or driveway apron may not extend beyond the edge of the pavement, curb line, or traveled way thereby creating a hazard to travel or an obstruction to snow and ice removal.

3. Driveways must be constructed in a manner as to not interfere with drainage within the street and right-of-way.

4. Driveways shall be constructed at its street connection so as to prevent water from running into the municipal street.

**Green Pond Corporation**  
**Request for Construction Review**  
(To be completed by the stockholder and  
submitted with preliminary plans)

**LOT #** \_\_\_\_\_ **Block #** \_\_\_\_\_ **GP Account #** \_\_\_\_\_

**Stockholder Name:** \_\_\_\_\_ **Daytime Tel.** \_\_\_\_\_

**Green Pond Address:** \_\_\_\_\_

**Brief Description of work:** \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**Type of plan(s) submitted:** \_\_\_\_\_ **Sketch** \_\_\_\_\_ **Preliminary Plans** \_\_\_\_\_ **Fence Plan**

\_\_\_\_\_ **Final or Architectural Plans** \_\_\_\_\_ **Site, Landscape Plan**

**Green Pond Corporation  
Real Estate Planning & Building Committee  
Construction Review**

**LOT #** \_\_\_\_\_ **Block #** \_\_\_\_\_ **GP Account #** \_\_\_\_\_

**Stockholder Name:** \_\_\_\_\_

**Green Pond Address:** \_\_\_\_\_

\_\_\_\_\_ **Received by Corporation Office for Review (date):** \_\_\_\_\_

\_\_\_\_\_ **Scheduled for Preliminary review by Committee (date):** \_\_\_\_\_

\_\_\_\_\_ **Scheduled for Final review by Committee (date):** \_\_\_\_\_

\_\_\_\_\_ **Final Approval Issued (date):** \_\_\_\_\_

**List conditions or additional required information:**

---

---

---

---

---

---

---

---

---

---



# Green Pond Corporation Certificate of Approval

**Stockholder Name:** \_\_\_\_\_

**GP Account Number** \_\_\_\_\_

**Green Pond Address:** \_\_\_\_\_

**Committee Approval (date):** \_\_\_\_\_

**List conditions of approval, additional conditions, or other changes:**

---

---

**The performance deposit required will be held and returned when construction is properly completed. The deposit required may be adjusted to reflect special circumstances or problems presented by the applicant's request. Projects such as a new fence, shed, window change, dock, and like will require a small job deposit.**

\_\_\_\_\_ **Small Job – Deposit \$500.00**

\_\_\_\_\_ **Building Addition – Deposit \$5,000**

\_\_\_\_\_ **New House Construction – Deposit \$10,000.00**

**Date:** \_\_\_\_\_

# Green Pond Corporation Permanent Record of Construction

LOT # \_\_\_\_\_ Block # \_\_\_\_\_ GP Account # \_\_\_\_\_

Stockholder Name: \_\_\_\_\_

Green Pond Address: \_\_\_\_\_

Brief Description of work: \_\_\_\_\_  
\_\_\_\_\_

---

Types of Plan(s) submitted: \_\_\_\_\_ Sketch: \_\_\_\_\_ Preliminary Plans: \_\_\_\_\_ Fence Plan: \_\_\_\_\_

Architectural Plan(s): \_\_\_\_\_ Site, Landscape Plan: \_\_\_\_\_ Final Sealed Plans (3) \_\_\_\_\_

COMMITTEE Preliminary Review (Date): \_\_\_\_\_

Rejected (Date): \_\_\_\_\_ Resubmitted (Date): \_\_\_\_\_

Conditions of recommendation or additional required information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMITTEE's final approval (Date): \_\_\_\_\_

Conditions of approval or additional required information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERFORMANCE DEPOSIT received (Date): \_\_\_\_\_ Amount: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Stockholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: If back is used for more space, Stockholder MUST also sign back.**

