

LOCUST LAKE VILLAGE PROPERTY OWNERS ASSOCIATION
APPLICATION FOR CERTIFICATE OF OCCUPANCY

 Property Owner

 Email address

LOCUST LAKE VILLAGE ADDRESS:	CONTRACTOR FOR THIS PROJECT
TELEPHONE #	TELEPHONE #

PROPOSED WORK

	New Home Construction		Addition
	Deck		Porch
	Shed		Garage
	Re-siding		Re-Roofing
	Driveway		Septic Repair
	Drainage		Permits
	Grading (change in elevation)		Other (Attach Description)

The applicant(s) hereby acknowledge that they have received and reviewed the most current copy of the Locust Lake Village, Rules, Regulations and Guidelines. In submitting this application, applicant(s) request a review of the proposed project prior to their application to the appropriate municipal authority for Township/Veritas approval. Approval of this application only indicates that the proposed project meets LLV guidelines. Prior to beginning any work, the proper Township/Veritas zoning approvals and Permits must be obtained, and a Locust Lake Village Permit Application must be registered at the LLVPOA Office, along with all applicable permit fees. Violation of the LLVPOA requirements will result in a "STOP WORK" order and possible fines.

	Project meets LLVPOA Guidelines and Certificate of Compliance is granted.
	Project is rejected due to LLVPOA Guideline violations and Certificate of Compliance is denied!
	Project is approved only if a variance is granted by the LLV Board of Directors. Non-refundable fee of \$250 is required for this variance request. Also, Variance must be attached in order for certificate to be valid.

 APPLICANT SIGNATURE

 DATE

 LLVPOA AUTHORIZED AGENT SIGNATURE

 DATE

Certificate of Compliance Application Guidelines

For any construction project requiring a Township application, modification to an existing structure or changes to the landscaping or topography of a lot, the property owner(s) must complete an application for a Certificate of Compliance with the LLVPOA office.

Completion of this application and issuance of an approved certificate indicates that the project meets the LLV architectural guidelines as stated in the LLV Community, Neighborhood & Architectural Rules, Regulations & Guidelines. Once the certificate is issued, the project may then be submitted to the appropriate municipal authority for their review and approval.

Along with the Application for a Certificate of Compliance, the following documents are required:

- 1) Plot plan indicating lot size, location of all existing structures and distance from all streets and property boundaries
- 2) For new construction or additions, the location and size (height, width and depth) of any structures, porches or decks, drawn on the plot plan referred to in item 1, along with a rough sketch (engineering drawings not required but acceptable) approximating the appearance
- 3) For changes to the exterior color (siding or paint) of existing structures or for new construction, "paint chip" samples indicating compliance with the color chart (available in the LLV office for review)
- 4) For modifications to any lot, including projects such as driveways, drainage, grading or repairs to septic systems, the location of such areas on the plot plan, the square footage of the change, an indication of any reduction in permeable area and if changing the elevation, a diagram indicating the before and after elevations as they apply to current streets and abutting properties
- 5) Any additional documents that describe the project in more detail and aid in the determination of compliance are also welcome

At the time of application for the certificate, no payment of fees is required. Once the municipal authority has issued any required zoning, construction or building permits, the owner can then submit the request for an LLV permit and upon receipt of the application, along with copies of the municipal permits and payment of the LLV fee associated with the scope of the project, the permit will be issued and work may begin.

LOCUST LAKE VILLAGE PROPERTY OWNERS ASSOCIATION

APPLICATION FOR PERMIT (please print)

Note: Check all items. Use N/A when non-applicable.

Date of Application _____

Locust Lake address _____

Primary mailing address _____

Email address _____

Telephone number _____

Property Information

Location of property: Tobyhanna Twp. _____ Coolbaugh Twp. _____

Proposed work: new home..... Addition..... Exterior alteration interior alterations

repair..... replacement..... deck..... porch..... shed

garage (attached/freestanding)..... re-siding ... re-roofing ... driveway ... septic system

...painting/staining..... other ...

Type of proposed work: General construction..... electrical..... plumbing..... grading.....paving.....

landscaping..... Septic system..... Driveway pipe..... Other.....

Description of work (i.e. re-roofing) _____

Attached drawing is a complete set of drawings approved by the authorities

Duration of construction approx. starting dateapprox. completion date

Authority Approvals

Twp. Zoning approval # dated(copy attached)

Twp. Building permit #..... dated(copy attached)

State (if applicable) DEP (copy attached)

County (if applicable) Monroe County Conservation District (copy attached)

Name of Applicant

Contractors License # Expiration date

Contractors Liability Insurance (copy) Expiration date

Mailing address

Email address

Telephone #

Applicant certifies that attached documents are the same drawings approved according to the attached copy of Tobyanna/Coolbaugh Twp. and its Construction Inspection Agency.

Permit fee: \$ Check# /Cash

The applicant acknowledges the receipt of a copy of latest Locust Lake Village "Rules and Regulations and Guidelines And Application for permit check list. /This application is in compliance with all state, county, township and Locust Lake Village building requirements. No work shall commence without a LLVPOA permit. Violation of compliance with LLVPOA requirements will be assessed by a fine or a stop work order.

.....
Applicant (print name)

.....
Applicant (sign name)

.....
Date

A. Fee Schedule
Type of work

Permit fee amounts

-Additions, enclosed conditioned living spaces	\$50.00
-Chimney, new	\$25.00
-Chimney, repair	none
-Conversion of deck or porch into sunroom or conditioned living space	\$50.00
-Deck, new and replacement	\$25.00
-Deck, repairs less than a total of 10% of walking surface, supports, steps and railings(see note 2)	none
-Exterior painting and staining	none
-Driveway, and paving of existing	\$50.00
-Dock, new and replacement	\$50.00
-Garage, single, attached or detached	\$50.00
-Garage, double, attached or detached	\$100.00
-Hot Tub	\$50.00
-House (see note 1 for scope)	\$.19 per gross SF.
-Patio	\$25.00
-Percolation test	none
-Porch, new or replacement	\$25.00
-Roofing or replacement of more than 50% of roofing material	\$25.00
-Roofing, small repairs (less than 200SF)	none
-Septic, replacement	\$25.00
-Shed	\$50.00
-siding, new	\$25.00
-Sunroom	\$50.00
-Tree cutting	none (check RR&G's)
-Variance approval	\$250.00/ \$500.00
-Window replacement	none
-Other...	(determined by project)

Note:

- (1) includes tree cutting, footings, foundation, septic module, garage, porch, deck, patio and driveway.
- (2) There shall be no fee for deck repairs as long as there is no alteration in the shape, style or square footage of the deck. A fee of \$25.00 shall be charged when the repair alters the shape, style or square footage.