

## **Application for Construction Approval**

For Office Use

Wolfe Pointe Architectural Review

Date \_\_\_\_\_

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

Returned by: \_\_\_\_\_

Lot # \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Builder Name: \_\_\_\_\_

Builder Address: \_\_\_\_\_

Builder Phone Number: \_\_\_\_\_

Owner/Builder Notified of Approval: \_\_\_\_\_

\_\_\_\_\_ Completed Application for Construction Approval

\_\_\_\_\_ Check in the amount of \$300

\_\_\_\_\_ Signed Contractor/Property Owner Responsibilities Form

\_\_\_\_\_ Contractor Proof of Insurance

2 Sets of each plan to scale; or fully dimensioned

\_\_\_\_\_ Foundation plan

\_\_\_\_\_ Floor plan(s)

\_\_\_\_\_ Elevations (including driveway elevation)

\_\_\_\_\_ Color Samples

\_\_\_\_\_ Site and Landscaping plan(s)

APPLICATIONS CAN NOT BE APPROVED UNLESS ALL THE ABOVE ITEMS ARE PROVIDED.

CONTRACTOR TO CALL WHEN DRIVEWAY AND FOUNDTION IS STAKED \_\_\_\_\_

AND WHEN FLOORS ARE FRAMED FOR SQUARE FOOTAGE \_\_\_\_\_

## Wolfe Pointe Property Owners Association Application for Construction Approval

Please complete the following information and send to the Chairman of the Architectural Review Committee:

Chairman: Bob Ward or President: Denise Clemons  
Phone: 644-9213 Phone: 645-2089  
Email: [rmalachy@comcast.net](mailto:rmalachy@comcast.net) Email: [dmclemons@comcast.net](mailto:dmclemons@comcast.net)

Include Two sets of Site and Landscaping plans, floor plans and elevation(s).  
Submit one view of each side of the house, fully labeled with sufficient detail and dimensions to scale to show all exterior detail.

Owner is responsible for conformance with all sections of the Wolfe Pointe Restrictive Covenants, Reservations and Remedial Clauses executed May 19, 2000 and filed May 19, 2000.

Owner is required to notify the Architectural Review Committee of any changes in the approved plans and receive approval before the work continues.

Owner/builder shall notify the plan reviewer: Bob Ward at 644-9213,  
when the foundation is staked out (before construction begins) and when floors are sufficiently framed to measure square footage.

Allow thirty (30) days from receipt for initial review of the plans, specifications and information requested below, and an additional two (2) weeks for each change review as necessary. Application fee of \$300 is due and payable when plans are submitted. Please make check payable to **Wolfe Pointe POA**.

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Application for Construction Approval**

1. Lot # \_\_\_\_\_ Street Address: \_\_\_\_\_
2. Builder's Name \_\_\_\_\_
3. Name of Job \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Office: \_\_\_\_\_ Email: \_\_\_\_\_
  
4. Date building construction is to begin \_\_\_\_\_
5. Date of building completion \_\_\_\_\_
6. Date of site completion \_\_\_\_\_
7. Number of bedrooms \_\_\_\_\_ Number of baths \_\_\_\_\_
8. Roof pitch \_\_\_\_\_
9. Square Footage (2,000 sq. ft. minimum) **1 story** or (2,500 sq. ft. minimum) **2 story**  
Heated area – 1<sup>st</sup> floor \_\_\_\_\_ Other – garage \_\_\_\_\_  
2<sup>nd</sup> floor \_\_\_\_\_ Porches \_\_\_\_\_  
Other \_\_\_\_\_ Decks \_\_\_\_\_  
Total \_\_\_\_\_ Storage or other \_\_\_\_\_
10. Setbacks: Front (40' minimum) \_\_\_\_\_  
Rear (20' minimum) \_\_\_\_\_  
Side (15' minimum) \_\_\_\_\_
  
11. Driveway Surface **Hot Mix** **Concrete** (Circle One)

**All Colors Must Be Approved**

12. Colors: Foundation Covering: \_\_\_\_\_  
Foundation Material: \_\_\_\_\_  
  
Roofing: **Asphalt** **Cedar Shake** (Circle one) Samples  
  
Exterior Siding: \_\_\_\_\_ (Samples)  
Shutters: \_\_\_\_\_  
(If there are no shutters there must be a 3 ½ " trim around the windows)  
  
Trim \_\_\_\_\_  
Windows \_\_\_\_\_

**Application for Construction Approval**

Doors \_\_\_\_\_

Other (louvered vents, etc.) \_\_\_\_\_

\_\_\_\_\_

13. List any other improvements and features, i.e. pools, sheds etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Comments by Wolfe Pointe Architectural Review Committee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Contractor's/Builder Signature(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Wolfe Pointe Architectural Review Committee

## **Wolfe Pointe Property Owners Association Contractor/Property Owner Responsibilities Form**

1. The driveway entrance must be established before any construction may begin. The drain pipe must be a minimum of 12" HDPE or corrugated metal (CNP).
2. It is vital that the construction not change or impair established drainage patterns. The contractor shall verify, quantitatively, that all drainage grades are consistent with Wolfe Pointe construction plans prior to and post construction.
3. Construction may proceed when a dumpster is on site and placed within the building lot perimeter. This is a windy site; BLOWING DEBRIS WILL NOT BE TOLERATED.
4. Construction may proceed when the site has been completely silt fenced. Silt fences must be installed in accordance with manufacturer's recommendations to prevent erosion by wind or water. The erosion barrier (silt fence) shall be placed inside the perimeter of the lot and outside the setbacks so you can build up to the building envelope. Setbacks are: Front 40', Sides 15', Back 20'. A silt fence is used to prevent silt from entering ponds and/or waterways or from moving onto roadways and/or neighboring properties.
5. The contractor must also stake the road side of building lot and string it with a "Do Not Enter" tape to prevent degradation of the roadside swales. Any swale damage will be reported to the Sussex County Erosion & Sediment Control Division for remedying and possible fines. Observe all federal and state regulations relating to the encroachment, maintenance, preservation and construction on and near federal and state wetlands adjacent to Wolfe Pointe.
6. Construction may proceed when contractors and subcontractors present proof of insurance.
7. During construction a Port-O-Let must be on site 7 days a week.
8. Onsite inspections for diligence in adhering to the plans submitted and approved by the Architectural Review Committee will occur. Any deviations will be immediately reported to Wolfe Pointe POA and the property owners for further action.
9. Contractors, employees and subcontractor vehicles are to be parked on the proposed site driveway and adjacent roadways, NOT ON GRASS OR IN SWALES.
10. Maintain safety line/tapes/barricades around open footings and/or basement holes whenever crews are not on site actively working.
11. Comply with time and noise restrictions. Construction work is permitted after 7 AM until dusk. NO WORK ON SUNDAYS.
12. Violations of the covenants and restrictions of the Wolfe Pointe Home Owners Association and Architectural Guidelines are prohibited.

**Wolfe Pointe Property Owners Association  
Contractor/Property Owner Responsibilities Form**

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Firm: \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned lot owner, do hereby agree to ensure that my contractor abides by the above guidelines and other compliance items in effect. I agree to site construction inspections on my lot # \_\_\_\_\_.

Owner(s) Signature \_\_\_\_\_ Date: \_\_\_\_\_

WPPOA Representative \_\_\_\_\_ Date: \_\_\_\_\_

**Wolfe Pointe POA  
P.O. Box 367  
Lewes, DE 19958**