

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

_____ Contractor Escrow in the amount of \$5,000.00. Escrow to be returned after construction is complete and site has been inspected by the Property Owners Association to verify that construction was satisfactorily completed and any damage to roads, swales and other property has been corrected. If the contractor does not correct these problems, the property owners association will take corrective action, and deduct the costs from this escrow amount.

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 FOUNDATION 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: Sandra Ware or President: Cathy Zambito

Phone: <u>302-542-0900</u> (cell) _____	Phone: _____
Email: <u>sandra@commercialde.com</u>	Email: <u>Czambito399@gmail.com</u>

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: Sandra Ware 302-542-0900, 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. The \$5,000 builder escrow deposit is due before building can begin. Please make all checks payable to **Wolfe Pointe POA**.

Owner's Name: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone:

Day _____ Evening: _____ Fax: _____

Email: _____

Application for Construction Approval

1. 1. Lot # _____ Street Address: _____

1. 2. Builder's Name _____

1. 3. Name of Job _____

Supervisor: _____ Phone: _____ Fax: _____

Office: _____ Email: _____

1. 4. Date building construction is to begin _____

1. 5. Date of building completion _____

1. 6. Date of site completion _____

1. 7. Number of bedrooms _____ Number of baths _____

1. 8. Roof pitch _____

1. 9. Square Footage (2,000 sq. ft. minimum) **1 story** or (2,500 sq. ft. minimum) **2 story** Heated area – 1st floor _____ Other – garage

	2 nd floor _____ Porches _____
	Other _____ Decks _____
	Total _____ Storage or other _____
10. Setbacks:	Front (40' minimum) _____
	Rear (20' minimum) _____
	Side (15' minimum) _____

11. Driveway Surface	<u>Hot Mix</u>	<u>Concrete</u>	(Circle One)
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All Colors Must Be Approved				
12. Colors:	Foundation Covering: _____			
	Foundation Material: _____			
	Roofing:	<u>Asphalt</u>	<u>Cedar Shake</u> (Circle one) Samples	

Exterior Siding: _____
(Samples) Shutters: _____

(If there are no shutters there must be a 3 ½ " trim around the windows)

Trim _____
Windows _____

3

Application for Construction Approval

Doors _____

Other (louvered vents, etc.) _____

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

13. 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. 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).
- 1. 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.
- 1. 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.

1. 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.

1. 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.

1. 6. Construction may proceed when contractors and subcontractors present proof of insurance.

2. 7. During construction a Port-O-Let must be on site 7 days a week.

1. 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.

1. 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 8AM 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**