

**Hanover Pointe Homeowner's Association
Application Submission Guideline
For Accessory Structures**

Change Log

Date	Change Description
03/15/2020	Create date
06/05/2020	Added language to Change Request Form. Homeowner is not to start project until the project has been approved by the Board of Directors. Indicated stormwater management form and design page are not required for storm doors.
06/08/2020	Modified storm door language to align more closely to the Declaration.
06/19/2020	Modified all sections related to impervious coverage. Homeowners now must submit their Building Permit Plan as part of the change request process. Impervious coverage limitations are based on lot size, inclusive of the 663 additional square footage allowance.
01/31/2021	Typo: Changed "desks" to "decks" on Stormwater Mgt Agreement page.

Introduction

This guide has been provided to educate and help all Hanover Pointe homeowners through the HOA application process. This specifically relates to installing or building permissible accessory structures on your property. Please refer to the Hanover Pointe documents each homeowner was provided and signed as a condition of purchasing their unit.

After reviewing this document, if you are unsure your proposed project falls within the definition of a permissible accessory structure, send an email to rhonda@hanocpas.com and explain in as much detail as possible your project scope. If your project is determined to fall within the established rules and regulations, follow the steps in this document. Order is important. Please make sure the steps are executed in the order outlined here.

Note Regarding New Hanover Township Permits: Some accessory structures will also require town permits. It is the homeowners' responsibility to first receive approval from the HOA, then work with the Zoning Office of New Hanover Township for any permits as required by Township ordinances. Failure to follow the proper application and permitting steps can result in your project being removed from your property at your expense.

Above-ground pools are not permitted.

The following accessory structures are permitted if the homeowner follows the application and possibly Township permitting process as described in this document:

- Decks (wood or composite)
- Patios (slab, pavers, stamped concrete, etc.)
- Sheds
- Physical Fences (see limitations)
- Underground Pet Containment Fences
- Walkways (see limitations)
- Side Yard (not street-facing) Cement Pads for Trash and Recycle Pails
- Lattice or Similar Acceptable Cover for Side Yard (not street-facing) trash/recycle pails
- Hot Tubs (see limitations)
- Playground Equipment

A note about front storm doors: The Declaration, by-laws, and rules and regulations do not specify a change request submission is required. However, section 9.3 of the Declaration does state, "The Architectural Committee shall maintain a list of approved storm doors and shall be published as part of the Rules and Regulations of the Association. The Architectural Committee may add additional exterior improvements or materials." As of this writing, the HOA does not have an Architectural Committee and therefore, there is no list of approved storm doors. The intent, however, is to ensure any storm door is of a design and color that blends appropriately within the community.

Until there is such a list, change request form submissions for storm doors cannot be required. Once a list is published, this section will be modified accordingly.

If your project is not listed as a permitted accessory structure above, that does not necessarily mean it is not allowed. Send an email to rhonda@hanocpas.com stating your project is not listed in this document. Explain the details and scope of the project. The Property Manager or someone from the HOA Board will respond to your inquiry.

Keep in mind as of this original writing, Hanover Pointe is a new community. It is anticipated the bylaws and rules/regulations will be modified and amended over the course of time and when it makes sense, as directed by the HOA Board. Of course, you as an HOA member have a voice in determining how this community will operate going forward. The HOA looks forward to all homeowners' input as it relates to bylaws, rules, and regulations.

Limitations

Impervious Coverage

Due to the natural soils that comprise this community, there is a rule within the HOA documentation state states no unit can build an accessory structure (or structures) that exceed specific square footage impervious coverage for that unit. The home's footprint, driveway, walkway, porch, etc. are not considered when performing this calculation. Rainwater must have enough open space to filter into the ground.

Every homeowner should have a copy of their unit's Building Permit Plan. If you cannot find your copy, you can obtain one from New Hanover Township. Each unit's Building Permit Plan shows the amount of impervious area remaining for use by the homeowner. The calculation is inclusive of an additional 663 square feet that is added to each lot, regardless of lot size. Note the amount of impervious coverage varies by lot size. *A copy of the Building Permit Plan is now a required piece of documentation when submitting a project to the HOA for review.*

It is important to note that the combination of accessory structures is used to perform the calculation. For example, a homeowner has a lot that allows for 1,500 feet of impervious coverage (inclusive of the 663 additional square feet). The homeowner previously applied and was approved to install a 20' by 20' patio. That patio consumes 400 square feet of impervious coverage. The homeowner now wants to add a walkway from their side yard to the patio. The walkway cannot consume more than 1,100 square feet of impervious coverage.

Decks are excluded from the impervious coverage limitation **as long as** rainwater can freely pass through the decking to a pervious surface under the deck (gravel, dirt). If the cover under the deck will be impervious, then the deck's dimensions must be part of the impervious calculation. Also, any gutter or under covering system designed to channel rain water from under the deck area would require the deck space under the deck to be considered impervious.

Physical Fences

- Permitted in rear and (if desired) side yard only.
- Height is no greater than established by New Hanover Township ordinances (currently 6 feet).
- Cannot be installed over an easement if your property contains one. See your property's Building Permit Plan for any easements.
- HOA approval and New Hanover Township permits are required.

Patios and Decks

- HOA approval and New Hanover Township permits are required.
- Cannot be installed over an easement if your property contains one. See your property's Building Permit Plan for any easements.
- Must be within the impervious coverage limitation for your particular unit.

Walkways

- Permitted in rear and (if desired) side yard only.
- Cannot be installed over an easement if your property contains one. See your property's Building Permit Plan for any easements.
- Must be within the impervious coverage limitation for your particular unit.

Hot Tubs

- HOA approval and New Hanover Township permits are required.
- Cannot be installed over an easement if your property contains one. See your property's Building Permit Plan for any easements.
- If a cement slab will be used to support the hot tub, the square footage will be used to determine the impervious coverage limitation.

- If the hot tub will be situated on a deck, the impervious coverage limitation does not apply; however, there are New Hanover Township regulations regarding a stronger reinforced deck to handle the hot tub water weight load.

Steps to Follow (In This Order)

1. Review the HOA documentation first to confirm your project has a reasonable likelihood of being approved by the HOA. If you are unsure, email rhonda@hanocpas.com with your inquiry. Someone from our Management Company or the HOA Board will respond.
2. Fill out the HOA Change Request Form (see Appendix). Use a separate piece of paper to fully describe your project if there is not enough room on the form.
3. Sign and date the Stormwater Management Requirements form. If you are hiring a Contactor to perform the work, the Contractor is required to sign and date the form as well.
4. Include a layout (plan) of your project showing the street, home, driveway and the proposed project. Be as detailed as possible, showing measurements and scale on the plan.

Hint: If your project requires New Hanover Township permits, the Zoning Department will be providing you with an 8" X 11" graph paper for the same purpose. Use the same graph paper for both the HOA application process and the Township permitting process.

5. Include a copy of your unit's Building Permit Plan. If you have misplaced your Plan, you can obtain one from the New Hanover Township Zoning Office.
6. Submit the Change Request Form, the Stormwater Management Requirements form, the Building Permit Plan, and the plan on graph paper to rhonda@hanocpas.com. Alternatively, you can regular mail the forms to the address shown on the bottom of the Change Request Form.
7. Wait for approval from the HOA before proceeding to the next step. You may be asked a few questions before a decision is made. Answer as quickly and detailed as possible to avoid any delays.
8. After the HOA approves your project and if Township permits are required, contact the New Hanover Township Zoning Office to apply for the necessary permits. Their number is: (610) 323-1008. After the Zoning Office issues the required permits, your contractor or you can begin the work.
9. If Township permits are not required, your contractor or you can begin the work.
10. When the work has been completed, send an email to rhonda@hanocpas.com advising completion. If Township permits were involved, contact the Zoning Office advising completion.

Note: A member from the Zoning Office, the HOA Management Company or the HOA Board must be permitted on your property to inspect the work completed. The HOA only wants to determine if the project completed represents the project submitted for approval. The Township Zoning Office inspects based on local code and ordinances. The Township will issue a certificate of passing the last inspection. Do not expect any similar issuance from the HOA.

Note: Some projects require multiple Zoning Office inspections. Decks for example are inspected: 1) After footings have been dug; 2) After rough framing has been completed; and 3) A final inspection.

Note: It is critically important that the work completed and the application you previously submitted align. Keep this in mind. If your plan changes prior to construction, you are responsible for updating the HOA by way of email to rhonda@hanocpas.com. The revised plan must be reviewed and re-approved before construction begins. You should also submit a revised plan to the Township if permits are involved.

Appendix

COMMUNITY: _____

CHANGE REQUEST FORM

Name of Applicant: _____ Date: _____

Address: _____

Telephone: (Day) _____ (Evening) _____

Please note that the Board has thirty (30) days to respond to your request.

Description of Proposed Change or Modification:

A SKETCH OF THE PROPOSED ALTERATIONS MUST BE DRAWN TO SCALE ON A SEPARATE PIECE OF PAPER NOT LESS THAN 8-1/2" x 11" WITH ALL PERTINENT DIMENSIONS NOTED.

Approval of the request is granted with the following conditions:

Request for approval is denied for the following reasons:

BOARD OF DIRECTORS:

Authorized Signature: _____ Date: _____

DO NOT START WORK ON THE PROJECT UNTIL YOU RECEIVE APPROVAL FROM THE BOARD OF DIRECTORS.

FOLLOWING REVIEW BY AND APPROVAL OF THE BOARD OF DIRECTORS, THE UNIT OWNER IS RESPONSIBLE FOR OBTAINING ANY APPLICABLE PERMITS FROM New Hanover Township.

Mail to:

2655 PHILMONT AVE; SUITE 100
HUNTINGDON VALLEY, PA 19006

STORMWATER MANAGEMENT REQUIREMENTS

Under the provisions of Section 10.1 of the Declaration, you are responsible to maintain any stormwater facilities which are located within your lot. Most lots within Hanover Pointe were developed with specially-graded soil designed to allow stormwater to infiltrate into the ground instead of running off of your lot, which are called Amended Soils.

If you are planning to install improvements on your lot which will increase impervious coverage, such as decks or patios, you must be mindful of the impact of these structures on the soils within your lot. You are required to submit with your (*architectural approval application*) (*exterior modification application*) a plan specifying what steps will be taken to avoid disturbing Amended Soils as much as possible and restore any portion of Amended Soils that are disturbed such as rain gardens, to compensate for any ground that is paved over or covered over in a way that reduces stormwater infiltration. These conditions are in addition to any Township or Declaration requirements.

The undersigned acknowledge receipt of this notice and agree to be bound by its terms and conditions.

Date: _____

Homeowner Name: _____
(please print clearly)

Homeowner Address: _____

Homeowner Signature: _____

Date: _____

Contractor Name: _____
(please print clearly)

Contractor Signature: _____