

WELLINGTON MANOR HOMEOWNER ASSOCIATION
ARCHITECTURAL REQUEST FORM

SUNROOM, PORCH ENCLOSURE (February 2010)

HOMEOWNER INFORMATION

Name_____	Home phone_____
Address_____	Work phone_____
Email_____	Cell Phone_____

DESCRIPTION OF REQUEST

(Please attach all supporting documentation as required)

SUBMISSION REQUIREMENTS

Sunroom, Porch Enclosure

- WMHOA Architectural Request Form.
- Copy of Hopewell Township Zoning Office Lot Coverage Calculations (*porch enclosure expansion only*)
- Copy of Application for Hopewell Township Zoning Permit (*porch expansion only*)
- Final Property Survey with dimensioned location of improvements, including setbacks. (*porch enclosure expansion only*)
- Larger scale, detailed site plan(s) defining the improvements detail: including: drainage plan for additional runoff due to porch expansion as required by Hopewell Township
- Floor plan and details, plus side and rear views of the porch enclosure
- Detailed description of materials and colors to be used in the project
- Signed Homeowner Neighbor Notification forms
- **Note:** *prior to commencement of construction, homeowner must submit evidence of approved zoning and/or building permit as follows*
 - Approved Hopewell Township Zoning Permit (*porch enclosure expansion only*)
 - Approved Hopewell Township Application for Building Permit (*all porch enclosures*)
 - Construction must be completed within sixty (60) days of commencement of construction

NOTE:

- *Expansion is permitted on Rear Porches of Jefferson and Madison Models only, and shall not extend beyond the projection of the bay window*
- *Enclosing and/or expanding Side porches and Open Balconies on Madison and Jefferson models is not permitted*

SIGNATURES/APPROVAL

Homeowner Signature_____	Date_____
Architectural Review Committee Recommendation_____	Date_____
Board Approval/Disapproval_____	Date_____

DESIGN CRITERIA SUNROOM, PORCH ENCLOSURE

Porch Enclosures

Homeowners of all models with ***rear*** porches are permitted to enclose the porch with screening, or an enclosure consisting of a three or four season room, subject to the following:

- Enclosed Porch (all models)
 - Exterior door to the room must be from the rear of the home (may not open into the side yard)
 - The enclosure must resemble a porch, and is not intended to be an expansion of the home
 - The exterior appearance shall blend with the existing home
 - Full screening is permitted
 - Prefabricated type enclosures are types of designs that are permitted
- Enclosed Porch Expansion (Madison and Jefferson only)
 - Open rear porches on Madison and Jefferson may not be expanded beyond the projection of the side bay window
 - Overhangs and roof drainage will be reviewed by the Township Zoning Office

NOTE:

- ***Expansion is permitted on Rear Porches of Jefferson and Madison Models only, and shall not extend beyond the projection of the bay window.***
- ***Enclosing and/or expanding Side porches and Open Balconies on Madison and Jefferson models are not permitted.***