

Woodledge Village Community Association, Inc.
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This is a partial list of the more important procedures to be followed by a property owner/contractor before and during construction. The complete list can be found in your Rules and Regulations, Covenants and By-Laws.

1. The fees for the administrative cost for building are as follows: Standard size above Ground Pool up to 12'x24', Shed 8'x8', Dock 3'x15', Large Dog House 4'x4, is \$25.00. Deck or Shed 9'x12' is \$75.00. Enclosed Deck/Porch is \$150.00. One Car Garage is \$100.00, Two Car Garage is \$150.00. Car Port 12'x12' must be opened on 2 sides is \$50.00. Car Port 24'x24' must be opened on 2 sides is \$75.00. House (stick built) is \$800.00 and a Modular is \$1000.00. House Addition is \$ 200.00, and up by approval of the square footage. The contractor's permit is \$75.00 per year.
2. The property owner is ultimately responsible for all infractions that are caused by any of the sub/general contractors or their workers. Property owner's account must be paid in full. Structure must be completely enclosed and the outside of the property cleaned up within Six (6) months after the issuance of the building permit. The property owner will be billed for an improved property after the six (6) month permit expires. The penalty for delay or incomplete construction is \$ 200.00 plus any other fees incurred by the Community.
3. All fees and paper work must be submitted for permits at least Three (3) months prior to doing any work on the property, including tree removal and excavation. Please take note that permit process can take as long as Six (6) months.
4. Permit application must include:
 - A) **Surveyors Plot Plan** (at 1/8" or 1/4") scale signed and sealed by registered surveyor or licensed engineer showing: Lot size, Boundary lines, Assurance that wetlands are not involved, Building site (including any encroachments), Road with, Location of well (as applicable), Location of sewage disposal system, Location of any overhead or underground utilities., driveway any detached structures, and location of well. Sewerage permit and design, copy of the deed. A copy of the blueprints for each floor of the structure showing color, material, size, lot grading, Township permits and proof of contractor insurance are also to be submitted.
 - B) **Floor Plan** (at 1/8" or 1/4") scale for each level, which includes heights, foundations and plans for materials/colors to be used exterior walls.
 - C) **Deed** a copy of the deed is necessary.
 - D) **Township Permits** a copy of building and sewage permits as approved by township. (Permits are to be displayed at construction site)
 - E) **Liability Letter** a signed letter accepting responsibility and liability for all damage to common property, including roads during construction.
 - F) **Manufactured Homes/Modular** before a permit is issued, the manufacturer of an off-site constructed home (such as a modular home) must submit a letter certifying that the building **is not a mobile building**. Woodledge must be given notification of 48 hours prior to delivery. This must also be posted on the Woodledge Bulletin Board.

5. Lot should have a recent survey with visible corner pins and proposed structure marks. Any variance request must be submitted to the Board at least Four (4) months prior to the anticipated start of building. In the case of multiple lots, proof of a reverse subdivision must be presented before any permit to build is issued.
6. A porta-pot is to be installed before any construction or excavation is started whenever indoor facilities are not available.
7. On a case by case basis Wetlands delineation may be required. The army core of engineers is responsible for enforcement not Woodledge Village Community Association. Also a soil erosion barrier may be necessary.
8. Property owner/contractor must be aware that on Sunday or Holiday outdoor construction is not permitted. Weekday starting time is 7:30 am. To 6:00 pm and must stop by 4:00 p.m. on Saturday.
9. A culvert pipe may be required under driveway depending on the road conditions and grading. It is the responsibility of the property to keep the culvert pipe cleaned.
10. There are winter road restrictions in effect during the months of February, March and April. Contractors must call the week before to see if the community will be open to allow trucks.
11. No tree shall be removed further than 15' from the foundation of a new structure without prior approval. All trees and brush must be chipped, or hauled out, not burned. There is to be no burning of trash or building materials. All trees to be cut that are 3" in diameter need approval.
12. All construction equipment and personal vehicles etc. must be parked on the property where the structure is being built. Not on the shoulder of the road or on adjacent properties.
13. All propane gas tanks must be placed behind the home, be buried or hidden by landscaping such as a rock wall, lattice, and not be visible from the street or lake.
14. Materials or procedures that might be unique to the property

Signed receipt of this statement, by the property owner, is part of the building process.

SIGNED RECEIPT _____ DATE _____