



**Pine Harbour
Property Owners' Association**
1 Pine Harbour Drive
Mineral, VA 23117

Subject: How to gain approval to add an addition to your home within the rules and regulations of the Pine Harbour Property Owners' Association (PHPOA).

Prior To Construction: the following items must be submitted to the Environmental Control Committee (ECC) for review. While not required, electronic submissions are preferable.

- Site Plan:** The site plan is a drawing of the layout of the house with the planned addition and must:
- Present good contrast between background and lettering/lines and be legible.
 - Be drawn on a copy of the plat of the lot. A copy of the plat may be obtained from the County Clerk's office for a nominal fee.
 - Be proportional. The size, shape, location, and orientation of the addition must be drawn on the plat in proper proportion relative to the size and shape of the plat.
 - Show all dimensions of the lot, including distances from addition to front, back and sides of lot (Note: Pine Harbour requires homes be set back at least 60 feet from road easement line (not the edge of the road), 25 feet from the rear of lot and 10 feet from each side lot line.)
 - Show locations of iron rod property line markers
 - Show adjoining road rights of way, with R/W width clearly stated, e.g. R/W=50'.
 - Show approximate locations of existing structures.
 - Show existing or proposed driveway(s).
 - Show existing or proposed culvert pipe (at least 12" in diameter and 20' long.)
 - Show existing or proposed drain field.

Building Plan: The set of building plans the builder will use for construction.

Siding, Trim, and Roofing Material Samples/Pictures that are the same material and color that will be on the addition.

Staking of Lot: The house addition and lot corners must be staked and taped with bright colored construction tape, prior to approval.

Review Time: The ECC shall review and approve or disapprove plans, specifications, and details within 30 days from the receipt thereof.

Gate Codes: After you have received your approval letter, please contact the current Gate Keeper for a temporary gate code to be used during construction of your addition.

NOTICE: Removal of trees for construction site clearance shall be limited to those within the boundary of the addition and not more than 20 feet there from, and those within the boundaries of drain fields, walks, driveways, and parking areas. Additional trees over 6" in diameter **MUST** be approved by the ECC **BEFORE** removal.