



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

**How to gain approval for construction of an out-building or deck:**

Out-buildings are structures that are not attached to your residence. Most common examples are garages, car/boat ports, storage sheds, gazebos and free-standing decks. The Association rules expressly limit the size of garages/sheds on a lot without a house, to less than 150 square feet. This guidance is also for adding a deck attached to a residence.

**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 planned layout of the structure on the lot. The site plan must:
  - a. 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.
  - b. Show all dimensions of the lot, including distances from the structure to front, back and sides of lot (Note: Pine Harbour requires all structures to be set back at least 60 feet from road easement line, 25 feet from the rear lot line and 10 feet from each side lot line).
  - c. Show approximate locations of any other existing structures (house, garage, etc.) and existing or proposed driveway.
- **Building Plans:** one copy of the building plans being used for construction. If structure is to be delivered fully assembled (e.g. a shed), you should submit all information available.
- **Material Samples** that are the same material and color as the siding, trim, and roof that will be on the structure. Pictures of good quality may be submitted instead.

**Staking of lot:** location of the structure must be staked and taped prior to approval.

**Trees:** removal of trees for out-building construction shall be limited to those within the boundaries of the structure and those within 20 feet from the approved site. Additional trees over 6 inches in diameter **MUST** be approved by the ECC before removal.

**Review Time:** the ECC shall review and approve or disapprove 30 days from receipt.