

EMERALD LAKES ASSOCIATION, INC.
1 Glade Drive
Long Pond, PA 18334
Phone: (570)-646-2622 / Fax: (570)-646-0838

(Forms for Porches, Decks, Sheds, Fences)

OWNER: _____

BUILDER: _____

LOT NO.: _____

STREET: _____

Dear Applicant:

The enclosed forms are to be used in submitting an application for and ARC Permit for the construction of porches, decks, sheds (up to 144 sf), and fences.

Please review the attached ARC Procedures and Regulations, to ensure your application for a permit complies with all of them.

Please use this form as your Check List in assembling and returning the required documents.

- Application for Emerald Lake's Building Permit
- Construction permit fee.
 - Porch, deck: \$45.00
 - Shed under 144 sf: \$25.00
 - Shed over 144 sf: \$125.00
 - Docks and fences: No Charge
- Copy of Township Zoning Permit
- Copy of Guardian Building Permit
- Signed copy of Construction contract
- Copy of a sketch, drawing, or catalogue picture showing details of the improvement
- Copy of plot plan showing setbacks and location of proposed improvement.
- Copy of Contractor's liability insurance coverage

ARC will begin reviewing your application upon receipt of all of the above listed requirements.

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ARC BUILDING PERMIT APPLICATION

Lot No.: _____ Street: _____

Type of Permit Requested: _____ (house, garage, deck, alteration, fence, etc.)

OWNER INFORMATION:

Name: _____ Phone: _____

Address: _____ Cell: _____

CONTRACTOR INFORMATION:

Name: _____ Phone: _____

Address: _____ Cell: _____

Contact Person: _____

Mortgagee or Lender: _____ Branch: _____

Contact Person: _____ Phone: _____

It will be the sole responsibility of the Contractor/Property Owner to maintain a safe construction site, one free of all attractive nuisances. The property owner agrees to locate all improvements within the boundaries and setbacks indicated on the surveyor's certified report. All work is to be done in accordance with Federal, State, Municipal, and Emerald Lakes Rules and Regulations. It is further agreed that the Code Enforcement Officer (CEO) will make the necessary inspections in accordance with the approved plans and specifications as stated in the ELA Procedures and Regulations.

Property Owner's Signature: _____ Date: _____

Contractor's Signature/Title: _____ Date: _____

Note:

In order to expedite processing, please use the cover letter as a checklist and review all portions of ARC Procedures and Regulations, to ensure full compliance.