

THE SALT POND GUIDELINES AND PROCEDURES FOR NEW CONSTRUCTION AND HOME IMPROVEMENTS

PURPOSE:

The Architectural Review Committee (ARC) endeavors to ensure that new construction and home improvements are consistent with conditions, Covenants, Bylaws, and Restrictions of The Salt Pond. (Copies of which should be provided by each owner to their builder and or architect and are available through the SPHA Management Office and on the SPHA website.)

PROCEDURE:

Submit information data with one (1) complete set of plans, including a boundary survey, not more than one (1) year old for new construction, prepared by a registered Delaware surveyor and a review fee of \$200 for new construction and \$100 for home improvements (fees are non-refundable). Check is to be made payable to ARC Salt Pond Homeowners Association. Allow thirty (30) days for initial review and an additional two (2) weeks for each review thereafter if necessary. **COMPLETE ELECTRONIC PLANS (PDF FORMAT) WILL EXPEDITE REVIEW.**

For new construction, in addition to the review fee, an additional check in the amount of \$3000, made payable to ARC Salt Pond Homeowners Association is required. \$2,000 is refundable, (less any adjustments made for costs incurred by the association) following house, landscape, and site completion inspection and certificate of occupancy issued. This fee is to insure that no damage will occur to the surrounding lots and that the Homeowner's Association does not incur any additional expense due to Contractors, Subcontractors etc. not complying with submitted plans.

ALL SUBMITTALS FOR NEW CONSTRUCTION TO INCLUDE:

Salt Pond Architectural Review Application (copy attached) and check(s) for review fee of \$200 plus a security check in the amount of \$3000.

- 1) Building Plans to include: (1 complete set)
 - i) Foundation plan

- ii) Exterior elevations (4 required, one each side of house fully labeled with sufficient detail and dimensions to scale to show all exterior detail and building material.)
 - iii) Floor plan(s) (Minimum scale $\frac{1}{4}'' = 1'$) (show overall dimensions and floor areas in feet)
- 2) Site Plan (Minimum scale $1''=20'$) to include:
- i) Site dimensions
 - ii) Scale
 - iii) North indication
 - iv) Abutting streets
 - v) All required setbacks, easements and building lines (eaves and chimneys not to protrude more than 24" in side yard setback)
 - vi) All structures
 - vii) Driveway, walks and fencing (including height)
 - viii) Lamp post location
 - ix) Culver pipe size (if applicable)
- 3) Landscape plan (required prior to installation)
- 4) Detailed Building Specifications
- 5) Provide actual samples of the following:
- i) Roof Shingles
 - ii) Exterior Siding
 - iii) Exterior Trim

ALL SUBMITTALS FOR HOME IMPROVEMENTS TO INCLUDE:

- 1) Salt Pond Architectural Review Application (copy attached) and check for review fee in the amount of \$100.
- 2) Home Improvement Plans (1 complete set)
- 3) Site Plan (Minimum scale $1''=20'$) to include:
 - i) Site dimensions
 - ii) Scale
 - iii) North indication
 - iv) All required setbacks, easements, and building lines (eaves and chimneys not to protrude more than 24" in side yard setback)
 - v) All structures
 - vi) Driveway, walks, and fencing (including height)

- 4) Landscape plan (if applicable)
- 5) Detailed Building Specifications
- 6) Provide actual samples of the following:
 - i. Roof Shingles
 - ii. Exterior Siding
 - iii. Exterior Trim
 - iv. Shutters

ADDITIONAL COMMENTS:

- 1) **County and State Review:** Building setbacks, height and first floor elevations, must be as per Sussex County Planning and Zoning requirements.
- 2) **Owner's Responsibility:** Any act or omission by the lot owner or his agents (including contractor and all subcontractors) during or casually connected to any residential building on any lot which caused damage to any common facility of The Salt Pond subdivision, including, by way of illustration, roads, water mains, and community landscaping, will be the responsibility of the lot owner and may be subject to a special assessment against the lot owner by the homeowner's association.
- 3) **Changes:** After plans have been approved by the Architectural Review Committee, any change in approved plans must be submitted to The Salt Pond Architectural Review Committee for approval.
- 4) **Utility Connections:** Utility connections shall be completed at the expense of the lot owner. Contact the following to arrange connection of the utility:
 - i. Water meters: Town of Bethany Beach
 - ii. Sewer: Engineering Sussex County
 - iii. Electric Delmarva Power
 - iv. Telephone Verizon
 - v. CATV Mediacom Cable

- 5) **Signs:** Maximum size is 24"x24". General contractors only permitted. Job sign must be removed upon issuance of the certificate of occupancy from the county.
- 6) **Working hours:** Construction activity must be limited to the hours of 7:30AM through 6:00PM, Monday through Saturday, with NO construction permitted on Sundays and holidays. Summer hours (Memorial Day to Labor Day) are limited to the hours of 8:00AM through 5:00PM.
- 7) **Trash containment:** A construction type dumpster must be kept on site during construction. All construction sites must be maintained in a neat and clean manner, with care taken to insure that any construction debris blowing on adjacent lots is cleaned immediately. Silt fence or construction fence must be installed on the tow (2) side yards and rear yard.
- 8) **Toilet facility:** A temporary toilet facility must be provided on each construction site.

Revised, October 2011