

SECTION: \_\_\_\_\_  
 LOT: \_\_\_\_\_



(570) 839-7920  
Office

(570) 839-1868  
Fax

StillwaterEstates@verizon.net  
E-Mail

**SITE PLAN PERMIT**

OWNER: \_\_\_\_\_ STREET: \_\_\_\_\_

CONSTRUCTION TYPE: \_\_\_\_\_ SEPTIC SYSTEM PERMIT #: \_\_\_\_\_

FEE: \_\_\_\_\_ Check # \_\_\_\_\_ / Cash [ ]

GENERAL CONTRACTOR: \_\_\_\_\_

PHONE #: \_\_\_\_\_

TOWNSHIP BUILDING PERMIT [ ]  
**AND**  
 BUREAU VERITAS OR GUARDIAN  
 PERMIT [ ]  
 HAVE BEEN SUBMITTED TO SEPOA

**FOUR INSPECTIONS ARE REQUIRED, AS FOLLOWS:**

1. SURVEY STAKES AS SHOWN ON PLOT PLAN PRIOR TO ISSUANCE OF PERMIT 1. \_\_\_\_\_
2. PLACEMENT OF FOUNDATION STAKES AND LAYOUT, INCLUDING MARKING OF TREES, AS SHOWN ON PLOT PLAN PRIOR TO ISSUANCE OF PERMIT 2. \_\_\_\_\_
3. AT LEAST 24 HOURS IN ADVANCE OF STARTING DATE AND TIME OF POURING FOOTER FOR FOUNDATION WORK AS STAKED AND APPROVED ABOVE 3. \_\_\_\_\_
4. FINAL INSPECTION UPON COMPLETION OF CONSTRUCTION IN COMPLIANCE WITH ASSOCIATION SITE PLAN CODE AND RESTRICTIONS AS WELL AS TOWNSHIP BUILDING CODE FOR RELEASE OF ESCROW 4. \_\_\_\_\_

**NOTE\***: *\*It is the responsibility of the property owner or contractor to NOTIFY the Association office of the dates appropriate for these inspections.*

***\* Once the driveway has been cut through, stone must be put in place to avoid tracking mud and/or dirt onto the surrounding roads.***

This memo will acknowledge the fact that I/we have been informed by SEPOA that it is my/our responsibility to inquire into the possible need for a permit from the US Army Corps of Engineers and the PA Department of Environmental Protection for the purpose of filling or similar activity in connection with building on my/our property in the Stillwater Estates Community, Tobyhanna and Coolbaugh Townships, Monroe County, Pocono Summit, PA.

The Site Plan Committee is duly authorized by the SEPOA Board of Directors to enforce the SEPOA Site plan Code, revised April 2004 (formerly known as the SEPOA Building Code), several items of which appear in the Restrictive Deed Covenants which run with the land.

I am aware that the Site Plan Committee members may physically inspect proposed building sites and/or sites of building in progress and may make a necessary inquiries with the property owner of contractors who are directly involved with a building site.

APPROVAL BY SITE INSPECTOR: \_\_\_\_\_, \_\_\_\_\_  
 Signature Name of Inspector

SEPOA COMMUNITY MANAGER: \_\_\_\_\_, **Kelly DiPaolo, Manager**  
 Signature

OWNER AND/OR CONTRACTOR: \_\_\_\_\_, \_\_\_\_\_  
 Signature Signature

DATE: \_\_\_\_\_

**EFFECTIVE 12/4/04 - A FINE OF AN ADDITIONAL \$250 WILL BE ISSUED TO ANY BUILDER WHO FAILS TO SCHEDULE THE REQUIRED FORMS. INSPECTION SHALL BE AT LEAST 24 HOURS PRIOR TO POURING FOUNDATION. THE FINE MUST BE PAID BEFORE ANY CONSTRUCTION MAY CONTINUE.**

*By signing this form the property owner/authorized representative gives SEPOA, and its agents, permission to enter and inspect property.*

**\* PLEASE REVIEW THE FOLLOWING ATTACHED REGULATIONS ON PAGE 2.**

**CONSTRUCTION HOURS MON.-SAT. 8AM - 7PM ■ NO SUNDAYS**

NOTICE TO ALL CONTRACTORS AND BUILDERS:

The following amendment to the **SEPOA** Site Plan Code and Restrictions was adopted by the SEPOA Board of Directors on September 4, 2004:

Any contractor building a new home in the Association shall be required to plant six (6) trees on the lot within the protected natural boundaries which are located within 5 feet of the side property lines and 10 feet of the rear property line, or to the front of the property behind the right of way, once finished grade has been achieved. The 6 trees must be planted **before final inspection** by the Site Plan Committee. The minimum size of each tree to be planted, when measured four feet from the ground or top of the root ball, shall be 5 inches in circumference. The trees must live a minimum of one year from the time of planting or must be replaced by the property owner.

Construction Hours: 8am to 7pm. No Sundays.

The **Site Plan Code and Restriction of the Stillwater Estates Property Owners Association** was adopted to insure that construction of buildings and grading of lot(s) be properly completed so as not to blight nor infringe on surrounding properties.

It has come to the attention of the SEPOA Board of Directors that certain areas of the SEPOA Site Plan Code and Restrictions have not been strictly adhered to, in particular, the following:

**Section XVIII, page 18, No. 25**

Finished grade shall conform to accepted engineering practices. Care should be used to avoid water retaining depressions.

**Section XVIII, page 18, No. 26:**

Driveways must have a 12" minimum diameter PVC pipe installed between the Association road and newly constructed driveway to provide for proper drainage, unless deemed unnecessary by both the Road and Site Plan Committees.

***CONTRACTORS AND PROPERTY OWNERS ARE RESPONSIBLE FOR ALL WORK BEING DONE ON NEW DWELLINGS, ADDITIONS, WELL DRILLING, NEW OR REPLACEMENT SEPTIC SYSTEMS, OR ANY SITUATION INVOLVING COMMERCIAL CONSTRUCTION EQUIPMENT AT THE DISCRETION OF THE SITE PLAN COMMITTEE. FINES, AS DETERMINED BY THE SITE PLAN COMMITTEE, WILL BE INSTITUTED FOR ANY DIFFICULTIES ARISING FROM THESE SITUATIONS, WHICH ARE ALSO SUBJECT TO IMMEDIATE CORRECTION. THIS INCLUDES COMPLETE CLEANUP AND REMOVAL OF ALL CONSTRUCTION DEBRIS. THE SITE PLAN COMMITTEE WILL ALSO DETERMINE IF ANY DAMAGE HAS BEEN DONE TO ANY PROPERTY OWNED BY STILLWATER ESTATES PROPERTY OWNERS ASSOCIATION. ALL PROVISIONS OF THE SITE PLAN CODE AND RESTRICTIONS OF THE STILLWATER ESTATES PROPERTY OWNERS ASSOCIATION MUST BE MET IN THEIR ENTIRETY.***

Please use the area below to show location:

**FOR OFFICE USE ONLY**

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Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**!!!!!!!!!! CALL BEFORE YOU DIG !!!!!!!!!!**



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Call before you**

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