

## PAHOA Building Approval Procedure Policy

Approved by the membership at the 8-19-2012 Annual Meeting

For the property owner:

If you wish a meeting with the to discuss your preliminary building plans with the Board and/or the ACCC to see if there are any potential issues with your plans, call or email the PAHOA President to arrange a meeting.

Do not submit your plans to the County for a building approval before they have been reviewed and approved by the PAHOA Board. Just because your building project meets County requirements and codes does not mean it will meet the restrictions set forth in the PAHOA Covenants. *Note: The PAHOA Board and ACCC caution the property owner against self-interpretation of what certain Covenants mean, ask for an official interpretation from the Board and/or review the PAHOA FAQ.*

When you have finalized your plans, you must bring to the PAHOA president a completed building request packet that contains the following:

- \$35.00 application fee
- one signed application form
- one copy of the plans
- one copy of an up to date plot plan of your property which identifies all current structures and setbacks

Upon receipt of your plans, the President will give you a dated receipt for your plans. This starts the 30 day clock (PAHOA Covenants, Section D-2-a) on action by the ACCC and Board on your plans.

## PAHOA Building application form

Please attach one copy of your building plans with this application.

Property Address: \_\_\_\_\_

Building Height from natural ground level, NGL\*: \_\_\_\_\_

\*NGL is from the undisturbed ground at the building site.

Building Size:\* \_\_\_\_\_

*\*For accessory structures, the limit is 2400 sq feet and includes everything that is covered by the roof whether open, partially walled or fully walled. (This definition of "encloses and area" was upheld in PAHOA vs Miller/Porter, see PAHOA FAQ)*

Building Use:\* \_\_\_\_\_

\*Only one accessory structure per intended use.

Waiver requested:  Yes  No      Type of waiver:  setback  height

Justification:

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Estimated start date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

I agree to build the building described in this application packet. Any changes or modifications to these plans will be resubmitted to the PAHOA Board for approval before being built.

I acknowledge the PAHOA Covenant requirement for an inspection of my project upon completion and will allow entry upon my property by the PAHOA Board, or a representative of the PAHOA Board for final inspection.

Sign: \_\_\_\_\_

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