

## Minor Exterior Renovations/Repairs/Improvements

An approved application shall be necessary for minor changes to the exterior of the building, e.g. deck enclosure, replacement of roof, painting, window replacement, or regrading of a driveway.

**Application/Inspection Fee: \$25-100 (Non-refundable)**

The application/inspection fee will be determined based upon the number of staff hours needed to administer the application and to make site visits to ensure compliance with the Architectural Guidelines. Applications will be reviewed and a decision rendered within 14 to 30 days from the date received in the ARB office. Construction must begin within 12 months after plan approval and completed 12 months after project commencement.

Any change or variation of the project from the original application will require resubmission of an application to reflect the modifications. The new application may require additional fees for review and inspection. Failure to notify the ARB of plan modifications and/or failure to submit new application materials may result in a fine of up to \$100/day until the revised application is submitted and approved.

**Construction Fee Deposit: Up to \$750 due with application**

Fees charged against this deposit are of three kinds.

The first fee deducted will be for the **ordinary wear and deterioration** caused by heavy equipment and material loads traversing Wolf Laurel roads. The ARB Administrator, in consultation with the owner and the contractor, will calculate the total fee based upon the estimate of the number of heavy equipment vehicles to be used and the amount of materials to be delivered for the project. This estimate will be adjusted based upon actual usage as the project proceeds to completion.

The second fee deducted from the deposit will be for any **excessive damage** to Wolf Laurel roads determined to be directly attributable to the construction project and that has not been repaired to the satisfaction of the ARB by the owner or the owner's contractor or workers. In some instances, the success of needed repairs cannot be immediately determined; the affected section of the road(s) must be subjected to extended traffic and weather conditions in order to determine the effectiveness of the repair. In these instances, a portion of the deposit will be kept in escrow for up to six months after the initial repair has been attempted in order to ascertain its adequacy and durability.

The third fee that may be deducted from this deposit is for failure to comply with the construction rules and regulations set forth in the Architectural Guidelines. These fees include but are not limited to failure to keep the road right of way free of equipment and materials or debris and failure to observe work schedule hours. Fees may be assessed at up to \$100 per incident and doubled or trebled for repeated non-compliance.

**The deposit must be replenished as necessary to maintain a minimum reserve of one-half of the original deposit.** The deposit will be returned less the fees deducted for ordinary wear and deterioration and or for non-compliance as explained herein.

### **Heavy Equipment/ Materials Fee Schedule:**

Single rear axle dump truck or delivery truck: \$20  
Tandem axle dump truck or delivery truck: \$30  
Heavy equipment on truck and trailer: \$40

**Weather/Road Condition Restrictions:** Construction related deliveries may be restricted due to inclement weather or adverse road conditions. **The owner and/or contractor must obtain approval from the ARB Administrator before scheduling deliveries of material or heavy equipment during periods experiencing adverse road conditions or inclement weather.**

### **Signature:**

Property Owner \_\_\_\_\_ Contractor \_\_\_\_\_

**ARB**

**Minor Exterior Renovation Checklist**

ARB Application Form \_\_\_\_\_

ARB Application Fee Check \_\_\_\_\_

Construction Fee Deposit (If Required) \_\_\_\_\_

Construction Fee Check (If Required) \_\_\_\_\_

Description of Project \_\_\_\_\_

Appropriate Samples \_\_\_\_\_

Material Staging Plan \_\_\_\_\_

Construction Equipment and Traffic Plan \_\_\_\_\_

**Wolf Laurel Minor Exterior Renovation**

**Property Owner:** \_\_\_\_\_ **WL Address:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
\_\_\_\_\_ **Email:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
\_\_\_\_\_

**Project:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dumpster Required:** \_\_\_\_\_

**Enclosed with Application:**

- |   |  |
|---|--|
| <input type="checkbox"/> ARB Application Fee    | <input type="checkbox"/> Roof or Siding Sample                   |
| <input type="checkbox"/> Site Plan              | <input type="checkbox"/> Construction and Equipment Traffic Plan |
| <input type="checkbox"/> Materials Staging Plan |  |

**It is understood that:**

Drainage must not alter the natural flow onto or across the land of another. Culverts must be a minimum of 18 inch HDPE pipe. Silt fence and any other method of erosion must be maintained.

All construction, material storage, equipment storage and vehicle parking must be kept on the permitted lot and outside of the road right-of-way. Use of the road and/or the road right-of-way will only be approved on a daily basis and with the proper traffic control and signage outlined and approved in the permit.

If any construction is begun on this project, whether or not approved by the Wolf Laurel Architectural Review Board, I agree to pay promptly any fines, assessments or other charges which may result from such construction under the provisions of the Architectural Guideline and the Wolf Laurel Protective Covenants.

I acknowledge that I am required to abide by the Wolf Laurel Architectural Guidelines and the Amended and Restated Declaration of Protective Covenants Restrictions and Reservations.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The following is to be completed by the Architectural Review Board**

Please make checks payable to Wolf Laurel RMS

**Date Application / Inspection Fee Received:** \_\_\_\_\_ **\$** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Date Construction Fee Deposit Received:** \_\_\_\_\_ **\$** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Project Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Completed: Date:** \_\_\_\_\_ **Inspected by:** \_\_\_\_\_ **Date:** \_\_\_\_\_