



Pocono Springs  
Civic Association

At Home With Nature

Pocono Springs Civic Association, Inc

Architectural Guidelines Dated November 2023 and updated 10/18/2024.



Architectural Review  
Committee

The Architectural Guidelines in this document have been prepared by the Architectural Review Committee and have been approved by the PSCA Board of Directors on November 17, 2023, updated 10/18/2024. This document supersedes all previous Architectural Rules and Regulation documents.

## Change History

Section	Item	Date
5.2	Updated Survey/Plan Plot to add maximum size for dog run fencing, sheds, walkways, patios, and concrete pads	10/18/2024
5.2	Other Submissions – Updated Deposits fees	10/18/2024
7.0	Updated Permit List and clarified applicability for new construction and improvements	10/18/2024
7.1	Removed permit fee schedule since it is relocated to the PSCA Website	10/18/2024
8.5	Construction Type and Guidelines – added clarification language, specific information for each structure type, increased garage maximum to 1,000 sq. ft.	10/18/2024
8.5.5	Added resolution 2024-15 regarding fencing along lots bordering on adjacent communities	10/18/2024
8.5.6	Updated fee and deposit requirements	10/18/2024
8.5.10	Docks – clarified allowable size for dock gangways/ramps	10/18/2024
9.0	Prohibited Items – Added Barndomiums, Tiny Houses, 3D Printed Houses and Ponds	10/18/2024
10.0	Construction Working Hours and Noise Restriction – Updated hours	10/18/2024
12.0	Violations, Penalties – changed reference to refer to PSCA Website	10/18/2024
Appendices	Added current PSCA Office Working Days/Hours	10/18/2024

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## 1.0 Purpose

These Architectural Guidelines are designed to assist homeowners in preserving aesthetics, home values, and natural beauty, and maintain an environmentally balanced community. At the same time, the guidelines are not meant to restrict homeowners, but to provide guidance consistent with the community's goals.

## 2.0 Role of the Architectural Review Committee (ARC)

The Architectural Review Committee, in the best interest of the homeowners and the Pocono Springs Civic Association, will assist in establishing and ensuring community standards and review and decide upon architectural change requests.

In addition to committee duties, the committee will also function as the Architectural Review Board (ARB) to help establish and oversee community standards as well as reviewing and deciding upon change requests in the Association's realm's architectural scheme.

- Prepare community standards for architectural control for approval by the Board of Directors by issuing an Architectural Guidelines supplement.
- Periodically review standards and guidelines for adequacy and application at least once annually.
- Prepare minutes of committee meetings, including an overview of the past months of requests/approvals and denials. They are to be submitted five days before the next monthly board meeting.
- Provide minutes of all meetings. Appoint a committee secretary so that all official meetings are documented.
- The chairperson, or their designee, is responsible for the timely submission of any standing committee action or matter that requires the review of the PSCA Board.

Why would PSCA members want an ARC?

- To assist members in navigating through the guidelines
- Standardize compliance criteria for property owners.
- To familiarize current and potential community members with Guidelines and keep them abreast of changes.
- Maintain a consistent look and feel throughout the community.
- Enhance and protect property values.

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### 3.0 How These Guidelines Are Organized

- Simplified plain English wording.
- Examples and pictures are provided where possible.
- Flowcharts are provided to assist and navigate through requirements, depending on the type of work required.
  
- Where possible, “When Required” is added to assist the property owner in knowing what information is necessary for PSCA compliance review.

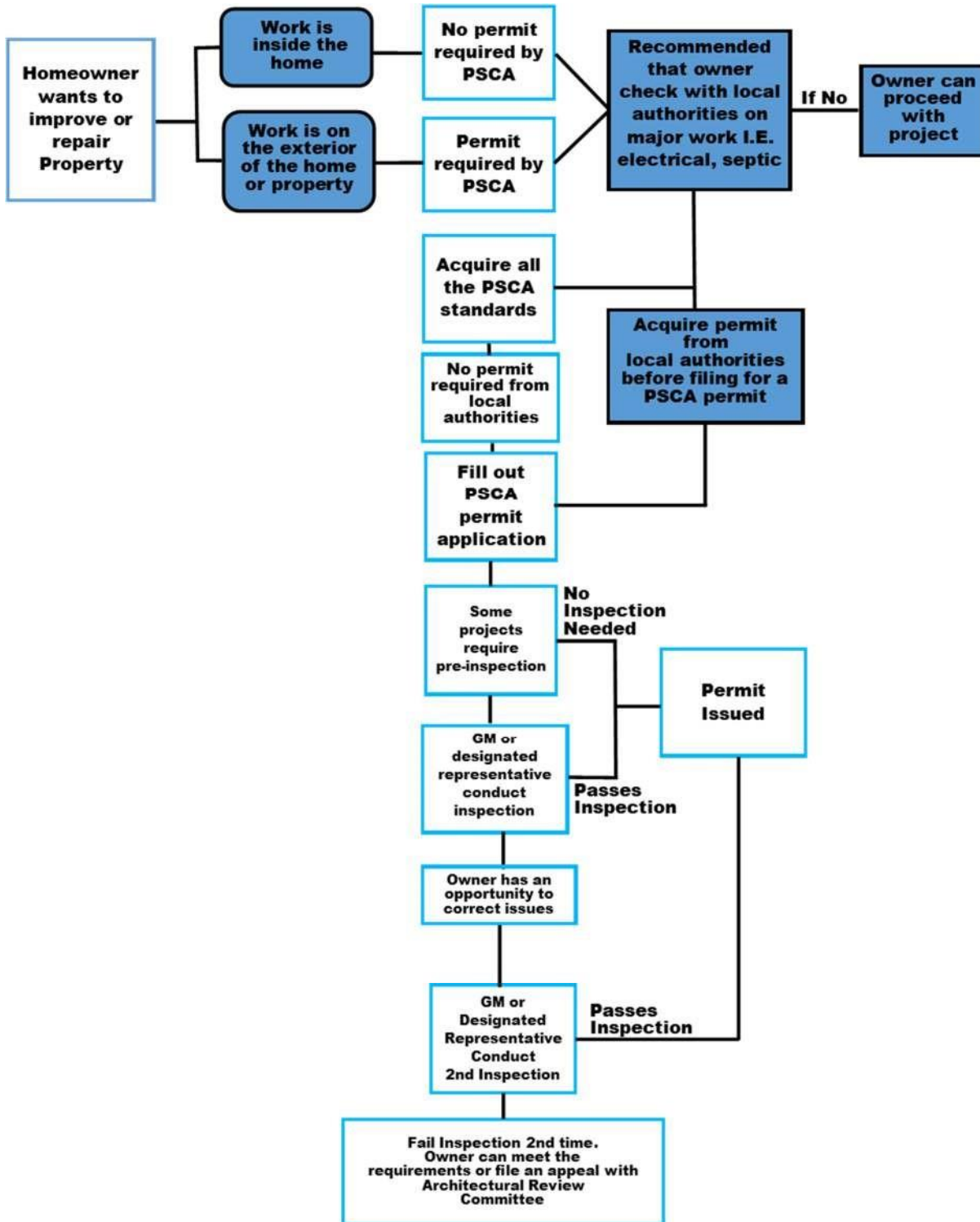
### 4.0 Governing Legal Documents

Please ensure you have downloaded and reviewed the latest versions of these documents prior to submitting an application for construction or improvement.

- Township Laws and Ordinances - Pocono Springs falls within three jurisdictions:
  - Lehigh Township, which includes the village of Gouldsboro.
  - Sterling Township
  - Dreher Township, which includes the village of Newfoundland.
- PSCA Rules and Regulations
- PSCA By-Laws
- PSCA and Pocono Peak Covenants

## 5.0 Architectural Review Procedures

### 5.1 Permit Submission Process



## 5.2 Review of New Construction or Improvement

The review shall require the submission of an application (contained in the Appendix) to the PSCA. Depending on the scope of the modification, the PSCA may require the submission of all the plans and specifications related to the proposed construction. As an alternative, the PSCA may require a less formal or detailed description of the proposed construction. In all cases, the property owner is encouraged to speak with the PSCA General Manager about any contemplated building or improvement to ensure the project runs as smoothly as possible.

### **Plans to Be Reviewed**

The PSCA will require a minimum of two sets of any of the following plans for construction, if applicable to the proposed construction, in addition to the submission of an application and pictures:

### **Survey/Plot Plan (TBD)**

Existing Homes - When Required - A survey or Plot Plan should be submitted with plans for landscaping, fencing for dog runs, (fencing must be six foot high and must not exceed 400 square feet) sheds, (must not exceed 400 square feet) decks, walkways (not to exceed 3 feet wide), patios (not to exceed 400 sq. ft.), playsets, basketball goals and any other structure/addition. Concrete pads shall not exceed 400 square feet.

For New Homes - The PSCA requires a copy of the official survey indicating the location of the proposed location of house, driveway, sewage system, well, and location of neighboring sewage systems and wells if applicable.

### **Landscaping Plan**

When Required – If the construction will remove trees, major vegetation or change the grade of a property. It will show the location of trees (being removed

and added), protection of existing vegetation, use of plants, property grading, and other landscaping details.

### **Elevation View**

When Required - An elevation view is required when submitting for fencing, shed, or any other structure. The Elevation View includes the Front, rear and side elevations showing building materials and finishes, and indicating the maximum height of the proposed structure.

### **Exterior Finishes**

When Required – Any time the home or structure is painted, or its finish is being changed by the application of roofing material or siding such as vinyl or wood. The exterior color scheme should be presented (including samples and color chips, if requested), lighting scheme and other details affecting the exterior appearance of the proposed improvements.

### **Drainage**

When Required – If there is to be more than a three (3) foot change in grade on the lot due to the construction of the improvement, then a grading plan showing the existing grade of the lot, any existing drainage features on the lot, the proposed finished grade of the lot, and the proposed foundation grade of the improvement to be erected; shall also be submitted. The plan shall also include any swales or culvert pipes. If not installed at the time of building, the property owner will be responsible for the cost of installation when required. Culvert Pipes are to be 12 inches in diameter or larger and 20 feet long.

### **As -Built Survey**

After erecting forms but prior to pouring cement, the Owner /Contractor will provide an As-Built Survey signed by a professional surveyor to certify it conforms to the proper setbacks. Provide a copy of this survey to PSCA.

### **Other Submissions**

- PSCA Construction/Improvement Application (see form in appendix)
- Copy of Deed

- Copy of Township Building Permit
- Copy of Approved Sewage Permit
- Where applicable, under Section 7.0, provide a non-refundable check for \$500.00 for administrative fees.
- A Security Deposit check for Property Damage, made out to Pocono Springs Civic Association, is required until construction is complete. Once the construction has been completed, PSCA will inspect the property to ensure no property damage has occurred to any other PSCA property. If no PSCA property damage has occurred this deposit will be refunded when a Certificate of Occupancy is submitted.
- If there has been damage to any other property not owned by the homeowner, the Security Deposit will not be refunded, the damage will be assessed, and the Homeowner will be responsible for the cost of said damage.
- Certificate of Insurance (For Property Owner only)
- PSCA may request other information, data, and drawings including, but not limited to, septic systems, drainage, lighting, landscaping, and other features.

### 5.3 Working with Contractors

The Property Owner will be responsible for the General Contractor and/or Sub-Contractors, including making arrangements for their legitimate entrance into Pocono Springs and informing them of permissible working days and hours. Without limiting the foregoing, owners will be specifically responsible for all violations of these Architectural Guidelines by their Contractors and Subcontractors. See Section 10 for specific details.

### 6.0 Responsibilities of the PSCA and Architectural Review Committee

The PSCA Architectural Review Committee will review the following as part of the application approval process:

- Completed permit application.
- Copy of the deed.
- Township building permits, if required.
- History of dues, assessment, and fines, if any.
- Inspect proper setbacks on property.
- Exterior finishes on the building.
- Exposed foundations
- Driveways
- Trees
- Size of Building
- Drainage - Swales and Culvert Pipes
- Maximum Height of Building
- Certificate of Insurance

**A Review Period will be established, and the results communicated to the applicant/property owner/homeowner as defined in the following section.**

### **7.0 Permits Required by PSCA and Governing Municipalities/County**

The following construction and improvement types have been identified as requiring a permit either by PSCA, the presiding Township, or both. This list is presented for guidance only and is not necessarily all inclusive. If an improvement you are considering is not listed, the homeowner is advised to consult with either the PSCA and/or local Township as to whether a permit would be required for the anticipated work.

**It is the responsibility of the property owner to submit the application for a permit, not the contractor or subcontractor.**

Please note the requirements for permits are subject to change at any time, and the property owner is responsible for ensuring they are working with the latest regulatory information available.

The application for an improvement or construction permit is contained in the Appendix.

Construction or Improvement Type	Permit Required by PSCA?	Permit Required by Local Township?	Fee Required? (If yes, see schedule in Appendix)
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New Home	Yes	Yes	Yes
Addition	Yes	Yes	Yes
Dormer	Yes	Yes	Yes
New Deck	Yes	Yes	Yes
Deck Repair	Yes	No	Yes

Roofing	Yes	No	No
Windows	No	No	No
Structural Changes to Home	Yes	Yes	Yes
Kitchen Renovation	No	No	No
Bathroom Renovation	No	No	No
Furnace/Boiler Replacement	No	Yes	No
Septic System New	Yes	Yes	Yes
Septic System Rebuild	Yes	Yes	Yes
Concrete Work (structural)	Yes	Yes	No
Concrete Work (non-structural)	Yes	No	No
Exterior House Painting	Yes	No	No
Siding	Yes	No	No
Driveway (any type)	Yes	No	No
Re-Stoning Driveway (Modified or any other type of Stone)	Yes	No	No
Paving	Yes	No	
Culvert/Swale	Yes	No	No
Generator	No	Varies	No
Tree Removal	Yes	No	No
Lot Clearing	Yes	Yes	No
Garage Build	Yes	Yes	Yes
Portico	Yes	Yes	Yes
Gazebo	Yes	No	Yes
Shed	Yes	No	Yes
Electrical Panel Upgrade	Yes	Yes	No

Outside Electrical Work	Yes	Yes	No
Walkways	Yes	No	No
Hot Tubs	Yes	Consult township	No
Dog Run	Yes	No	Yes
Gutters	Yes	Consult Township	No
French Drains	Yes	Consult Township	No
Mini Split System/Other HVAC Outside Systems	Yes	Yes	No
Well (New)	Yes	Yes	Yes
Well Motor Swap	No	No	No
Insulation More Than 20%	No	Yes	No
Carport Fixed	Yes	Yes	Yes
Carport pre-built	Yes	No	Yes
Building or Structure Tear-down			
- Shed	Yes	No	No
- Garage	Yes	No	No
- House	Yes	Consult with Township	Yes
Boat Dock	Yes	Refer to Pennsylvania. Dept of Conservation and Natural Resources (DCNR)	Yes

The permit status of an application will be defined as the following:

- **Approved** – approved by the applicable Township (if required) and by the PSCA as a result of the review for a member in good standing. The construction/improvement project may proceed.
- **Conditionally Approved** – More information is required for the PSCA to review. The construction/improvement project may not proceed.
- **Not approved** – the proposed construction/improvement project is not in compliance with the PSCA Architectural Guidelines. A variance may be applied for,

and the process/requirements are contained in Section 11. The improvement/project may not proceed.

## **Expiration**

### **New Construction:**

A permit for new construction is valid for 12 months, thereafter a homeowner must reapply for a six-month extension at no cost, The homeowner must also provide PSCA, in writing, the reason this extension is necessary. Only 1 six-month extension will be granted.

### **Improvement:**

A permit for an improvement is valid for 6 months, thereafter the homeowner must reapply for a six-month extension at no cost. The homeowner must provide PSCA, in writing, the reason for this extension is necessary. Only one six-month extension will be granted.

Should a property owner be found out of compliance with the permit requirements set forth above, the following actions will be in effect:

- If no permit was issued for the improvement project:
  - Work on the project must cease immediately.
  - The property owner has 30 days to secure a permit.
  - A citation will be issued if more than 30 days have passed since unpermitted work was sighted or the project has not shut down.
  - A fine may be imposed if a permit has not been secured and 30 days have passed.
  - If the improvement project is outside of PSCA Architectural Guidelines.

Should the property owner not be successful in securing a permit for the work or a variance is denied, the property owner may be required to tear down the improvement.

## 7.1 Schedule of Fees and Fines

See current Fines and Fees schedule posted on the PSCA Website at

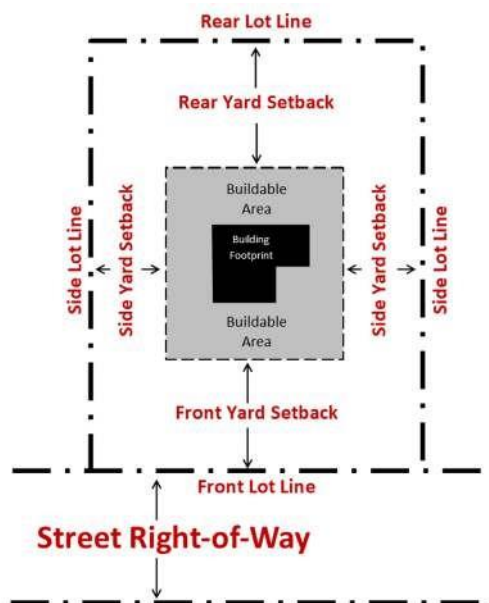
[www.poconosprings.org](http://www.poconosprings.org).

## 8.0 Architectural Standards

The following are designed to establish PSCA's policies and procedures for new construction, additions, alterations, modifications, and improvements to an owner's property. They are focused on aesthetic considerations and preserving the architectural and natural quality of our community.

### 8.1 General requirements

- Surveys – A property survey is required for the following types of improvements/projects:
- New Home Construction
- Any Exterior Alteration
- Decks, Sheds/Accessory Structures, Garages, Driveways
- Septic Systems
- Wells Setbacks
- All buildings, decks, garages, and accessory structures must meet PSCA setback requirements of 15-foot side and rear and 40-foot front from property lines and parts of the building, including overhangs. For Pocono Peak Properties, a 10-foot side and rear and 25-foot front is required. Please refer to the specific covenants pertaining to your property.



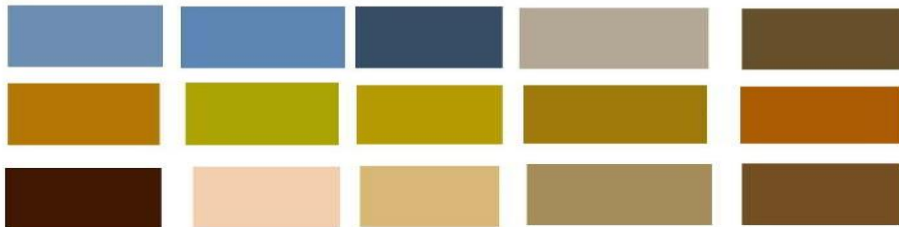
## 8.2 Plans and Drawings

- When required – dependent upon construction type or improvement, described in applicable section.
- As-built– dependent upon construction type or improvement, described in the applicable section.

## 8.3 Aesthetics

### Approved Colors (all siding types, roofing, exterior paint)

PSCA will maintain an extensive list of exterior colors that will retain a rustic, rural appearance. Where an existing structure is being refinished, the owner must choose one of the recommended colors. The PSCA Main Office maintains a list of acceptable colors. There will be no restrictions other than color. The color chart below is a small sample of natural colors.



### - Lighting (Exterior)

Low voltage accent lighting confined to planting beds or along walkways and on decks is acceptable. Other lighting devices, i.e., floodlights, spotlights, and lampposts will be reviewed on an individual basis. “Temporary” holiday lighting does not require approval.

Floodlights and spotlights will be limited to rear and side yards. Specific approval shall be required for spotlights or floodlights on driveways. All exterior lighting must have locations approved prior to installation. This guideline is not meant to be construed as discouraging security lighting systems, but only to control the source and spread of the light beam that may be intrusive to adjacent property owners or a safety hazard to motorists. The application should include a diagram showing the proposed location of new lights and the lighted area.

Beam spread from all light sources should be confined to the homeowner’s lot. On corner lots and locations where the lighting may affect drivers, care must be taken to ensure that spotlights and floodlights do not cause dangerous safety hazards by blinding oncoming traffic.

## 8.4 Inspections

Permits required according to these Guidelines shall be made subject to inspections by the PSCA at any time up to issuance of an approval or Certificate of Occupancy. The inspector shall certify that installation and practices are in compliance with performance principles and standards and with any specific requirements that have been stated as conditions of approval of the application. The applicant shall be required to have a certified plan and permit on site during the construction or improvement.

## 8.5 Construction Type and Guidelines

No more than one garage (three car maximum) plus one accessory residential building may be permitted per lot. An accessory residential building may not be substituted for the garage. This includes the combining of 2 lots for building purposes or a stand-alone lot. Examples of exterior freestanding detached structures are listed below and must conform to the PSCA setbacks of 15- foot side and rear and 40-foot front) Pocono Peak setbacks of 10-foot side and rear and 25-foot front).

- Garages (Detached) must be no less than 200 sq. ft. and no more than 1000 sq. ft. (Pocono Springs/Pocono Peak Setbacks must be followed.)
- Carports (Max size is 10 x 20 or 200 Sq Ft). Carports must be anchored to the ground. If a carport has 4 sides, then it is considered an accessory building.
- Storage sheds (Max size is 20 x 20 or 400 Sq Ft)
- Gazebos (Max size is 20 x 20 or 400 Sq Ft)
- Dog runs (Max size is 20 x 20 or 400 Sq Ft. with a maximum height of 6 ft fencing, chain link only)
- Dog Houses (Max size is 4 x 6). See Location below for placement of dog houses.
- Garden fences (Max size is 20 x 20 or 400 Sq Ft) If you have multiple fences around trees or plants, the total for all fencing must not exceed 400 sq ft.

- Greenhouses (Max size is 20 x 20 or 400 Sq Ft) No Plastic Sheeting/Tarp material allowed.
- Wood Storage Sheds (Max size is 20 x 20 or 400 Sq Ft)
- Log racks, wood storage structures with three sides or less. (Max size is 20 x 20 or 400 Sq. Ft)



- **Appearance:**

PSCA will review materials, colors, location, and scale of the proposed structure to determine compatibility of the proposed structure to surrounding structures and sites. The intent is to preserve the architectural character of the community with specific emphasis given to the maintenance of a cohesive community architectural style. This “style” incorporates the scale, materials, details, color, and design intent of the original structures. Every application will be reviewed on an individual, case-by-case basis. Attached and detached garages must match the style and color of the main building. Doghouses, storage sheds and other building structures should match the existing structure(s) in color, but as a minimum follow the approved PSCA color schemes.

**Location:**

- All exterior freestanding detached structures will be confined to the side or rear yard. The location for these structures will typically be governed by the maximum building area that is defined by the Township and PSCA with respect to the minimum setback requirements from the property line. However, the PSCA reserves the right to reject applications, which may meet the setback requirements but fail to meet the objectives of the PSCA. The PSCA will review each application on an individual basis and approvals will be granted on this

basis. Prior approval of an application does not guarantee subsequent approvals of the same or other lot.

- The placement of doghouses should also take into consideration safety concerns, noise minimization, the possibility of offensive odors, and not be visually offensive to neighbors and public areas. “Visually offensive” shall be judged by the PSCA applying a standard of objective reasonableness rather than just the subjective views of neighbors.

### 8.5.1 Construction of an Approved Accessory Building on Adjoining Lots (Resolution 2023-010)

#### Definition of adjoining lots

The lot in question must share a property line with the primary structure. Which means a lot across the street would not be considered for this program.



#### The following requirements will be adhered to:

- Whichever lot is used for either a non-living structure or to position a home across property lines, the property must be combined at the county/township. The reason being is in case of future sale of the

property, the lot with the non-living structure must be sold as one with the home.

- The Property Owner requesting this approval must sign an agreement that they understand that as far as the Pocono Springs Civic Association is concerned, the properties remain single lots when it comes to the annual dues' responsibility.
  - For example, in the drawing above, the Property Owner wants to build a garage on the lot to the right of the home. After combining the two lots, the home and the lot with the garage become one as far as taxes are concerned and, if sold later, it sells as one property.
  - As far as Pocono Springs Civic Association is concerned, they are still two lots. Meaning in 2023, the Property Owner would be invoiced \$1,371 for the improved lot (one with the primary home) and \$875 for the unimproved lot (one with the garage)

#### **Other restrictions.**

- The requesting Property Owner must be a Member in Good Standings with the Association at the time of the request.
- Unless the lot is used to expand a single-family dwelling across the property line, the structure cannot be used as a living space.
- All construction must meet all the requirements listed in the Pocono Springs Architectural Guidelines.
- The Architectural Review Committee will review all requests to build or expand a primary home across a property line and submit their findings to the Board for approval.

**This resolution does not just apply to lots purchased off the Wayne County Repository Tax Sale but applies to any property that meets the requirements.**

#### **8.5.2 Definition of an Allowable Accessory/Outbuilding (Resolution 2023-012)**

Any type of building that exists on a lot and has two or more of: floor, walls, a permanent roof, is not attached to the residential dwelling or to a detached garage on the lot, shall be considered an accessory/outbuilding and subject to approval by the Architectural Review Committee.

## Specifications

“Standard” wood and shingle buildings that meet the setback and size requirements spelled out in the Architectural Guidelines will be approved.

- Vinyl or polymer storage buildings will be evaluated on a case-by-case basis.
- Prefabricated metal or aluminum buildings will be evaluated on a case-by-case basis.
- Buildings constructed of exotic materials, which are dissimilar to residential construction in the neighborhood, will be evaluated on a case-by-case basis, but will NOT be approved.
- No structure of a temporary character, trailer with or without wheels, tent, temporary Carports, storage pods (except temporarily\*) are permitted. This does not include RV's.
- Materials for use on any detached structure will meet or exceed the materials used in construction of the original structure.
- Must have a foundation and cannot have a dirt floor.
- Compliance with the “current” edition of the Township building codes will be considered meeting the “minimum” standards of construction. The PSCA reserves the right to require homeowners to exceed these standards if it is deemed necessary to maintain the architectural intent of the original structure.
- PSCA seeks to maintain the quality of materials and workmanship that are present in the original structure.
- No alterations, additions, or improvements shall be made to any accessory structure that would defeat the original purpose for which the accessory structure was intended. If the house is restyled, resided or a paint change is made, the existing accessory structure must be made complementary.

- Accessory structure space may not be converted to a living area for human habitation, nor as a primary shelter for pets.
- ALL accessory buildings, including Gazebos, are considered “improvements” and require PRIOR Architectural Committee approval.

**\*Storage pods needed for construction, remodeling, or for moving in and out of a residence will be approved temporarily. A permit will be required.**

**Materials:**

- Materials for use on any detached structure will meet or exceed the materials used in construction of the original structure. Compliance with the “current” edition of the Township building codes will be considered meeting the “minimum” standards of construction. The PSCA reserves the right to require homeowners to exceed these standards if it is deemed necessary to maintain the architectural intent of the original structure. In general, the PSCA seeks to maintain the quality of materials and workmanship that are present in the original structure.
- Applications must include details of the foundation or anchors for such structures.

**Requirements:**

- All exterior freestanding structures shall maintain proper drainage on the site. If a structure is planned, homeowners are required to provide a plan that details drainage patterns and runoff as a result of the new structure.
  - If electrical service is provided to the detached structure, the application must include details of how that service will be

run and must comply with all applicable electrical codes and regulations.

- All external detached freestanding structures must comply with all applicable PSCA and Township regulations, ordinances, permit requirements and inspection requirements.
- Detached garages can be no less than 200 sq. feet and no more than 900 sq. feet. Accessory residential buildings must have an area limitation of no less than 64sq feet and no more than 199 sq. feet. In all cases the building must be aesthetically pleasing and must conform to the setbacks for buildings.
- No accessory building, attached or detached, shall be constructed so as to include a living space such as a bedroom or bathroom.

### 8.5.3 Home Addition or Modification

Examples of additions include screened porches, new living space or storage areas that are physically attached to the main structure of the existing house. Examples of exterior modifications include the addition of a deck ramp, gutters, or similar modifications.

*Screened Porch*



*Deck Ramp*



Modifications or changes in exterior colors are covered in the appropriate section.

**Appearance:**

- All building additions and/or modifications will be reviewed on an individual basis. Generally, the PSCA will review materials, colors, location, scale and other details of the proposed addition or modification to determine compliance with the architectural intent of the existing structure and the relationship of the proposed neighborhood with specific emphasis given to the maintenance of a cohesive neighborhood architectural style in order to maintain the scale, detailing, materials, color(s), and design intent of the original structure.

**Location:**

- In general, with the exception of building modifications, the location for building additions will be governed by the maximum building area that is permitted by the Township and PSCA in respect to the minimum setback requirements from the property line. However, the PSCA reserves the right to reject applications which may meet the setback requirements but fail to meet the objectives of the ARC. The ARC will review each application on an individual basis and approvals will be granted on this basis. Prior approval of an application does not guarantee subsequent approval of the same or another lot.

**Materials:**

- Materials for use on any building addition or modification must meet or exceed the quality of and be consistent with the materials used in construction of the original structure. Compliance with the *current* edition of the Township building codes will be considered meeting the *minimum* standards of construction. The PSCA reserves the right to require homeowners to *exceed* these standards if it is deemed necessary to maintain the architectural intent of the original structure. In general, the PSCA seeks to maintain the quality of materials and workmanship present in the original structure. Requests to use different materials than in the original structure, such as brick or vinyl siding shall be reviewed on a case-by-case basis.

## **Requirements:**

- All building additions and modifications shall maintain proper drainage on the site. If a building addition is planned or a modification, which will affect drainage, homeowners are required to provide a plan that details drainage patterns and runoff because of the addition/modification.
- The changes specified below do not require approval if accomplished in accordance with the standards provided.
- Installed white pre-finished, or color consistent with the house trim, gutters do not require approval. Other colors or materials require submission of a permit for approval. In addition, if the gutters will cause a change in normal runoff patterns and quantities sufficient to impact the drainage on adjacent properties, submission of a permit for approval is required.

### **8.5.4 Fences**

There will be no property fences erected. Dog runs and garden fences will be permitted subject to approval. The enclosed area may not be larger than 20 feet by 20 feet or 400 Sq. Ft.

### **8.5.5 Fencing Along Lots Bordering Adjacent Properties**

**RESOLUTION #2024-15 (Visit the Pocono Springs website to view the approved copy of this resolution. ([poconosprings.org](http://poconosprings.org)))**

**Date of Meeting: August 17, 2024**

**Subject: Fencing Along Lots Bordering on Adjacent Communities**

A request is made to the Board of Directors for a Motion to permit fencing along that portion of a lot, typically the rear, which is immediately adjacent

to a neighboring community, such as Pocono Ranchettes or Indian Country. Said fence is to be a stockade or board-on-board type, no more than 6 feet in height, and brown or a natural wood color. Vinyl fencing or chain link fencing is not permitted, and fencing shall be placed 2 feet from the property line within the homeowner's lot. No other fencing shall be permitted in accordance with the PSCA Architectural Guidelines.

### **8.5.6 New Single-Family Home**

#### **Appearance:**

- The PSCA will review colors, location, and scale of the proposed structure to determine compatibility of the proposed structure to surrounding structures and sites. The intent is to preserve the architectural character of the community with specific emphasis given to the maintenance of a cohesive community architectural style. Every application will be reviewed on an individual, case-by-case basis.
- PSCA will require as a condition of permit approval that exposure of cement and cinder block foundations exceeds three feet (3ft.) Above the ground, the homeowner will have the option of continuing the finish of the foundation, so it is the same or complement the color of the house.

#### **Location:**

- PSCA will inspect the proper setbacks for conformity to requirements. It must have a 15-foot side and rear and 40-foot front from property lines and parts of the building. This includes overhangs and decks. For Pocono Peak Property Owners, the setback requirement is a 10-foot side and rear and a 25-foot front from property lines and parts of the building. This includes overhangs and decks.

#### **Requirements:**

- All modular, manufactured & stick-built home specifications must be given to PSCA for review and approval.
- The owner must have a non-refundable check for \$500.00 (Administration Fee) and a refundable check of \$2000.00 (In the event of PSCA property damages) made out to PSCA. The deposit will be returned to the property owner once all work is complete, and a copy of the Certificate of Occupancy has been furnished to PSCA.
- For modular/manufactured homes, a \$5,000.00 Security deposit will be required.
- The Homeowner will notify the association no less than three (3) days before delivery and be prepared to discuss the route to be taken. Any damage to the roads will be the responsibility of the owner. The deposit will be returned to the property owner once all work is complete, and a copy of the Certificate of Occupancy has been furnished to PSCA.
- The owner / Contractor must submit a landscape plan to replace the trees cut to accommodate the modular and manufactured home.
- The minimum livable floor area of any home shall be 1,000 square feet and 1,200 square feet on the lake.

The maximum height of any building will be 30 feet.

### **8.5.7 Septic System**

The property owner will work with a contractor and municipal Sewage Enforcement Officer. The PSCA requires a drawing indicating the location of the Septic System components and its relationship to the Well and neighboring Septic Systems and Wells.

### **8.5.8 Decks**

#### **Appearance:**

Decks should be a natural color, refer to the chart of acceptable colors in the PSCA Main Office. Deck height is not restricted but it is recommended to be no more than 15' in height from the ground. The size and styling of decks must complement the dwelling and be in proportion to the dwelling.



**Location:**

All decking must be within the minimum setback requirements - **Materials:**

The deck shall be constructed of #2 or better pressure-treated wood or composite materials with galvanized hardware. A clear-water-based sealant is recommended but not a requirement for approval.

**Requirements:**

All decks must meet the building requirements for the Township in addition to this guideline. Proper drainage must be maintained around the deck and away from the foundation.

**8.5.9 Trees and Landscaping**

**Requirements:**

PSCA requires that any healthy trees cut beyond 15 feet of any home other than for septic systems will necessitate a landscaping plan to replace cut trees. Replaced trees may be planted either on the property where the healthy trees were removed or in a common area. These new trees shall be no less than four feet in height and be of an indigenous or native Pocono Mountain species such as White Oak, Red Maple, Sycamore, Beech, and Shagbark Hickory for *deciduous* (leaf-shedding) trees, and Eastern Hemlock and Pine for *coniferous* trees. Please see the Appendix for a more complete list of Trees and Shrubs. All trees must be replaced within six months. Such landscaping plans must be approved prior to issuing a permit.

**Artificial Grass of any type is not allowed on any properties in the PSCA development.**

### 8.5.10 Drainage and Culverts

#### Requirements:

PSCA will review the need for a culvert pipe at the time of house construction; the owners (heirs and assignees) will be responsible for the cost of installing a culvert pipe at any time, during construction or in the future, that PSCA determines it is needed.

### 8.5.11 Docks

#### Appearance:

Typically docks fall into two categories. Stationary docks are considered permanent structures and are also known as piling docks. These docks are built on wood or concrete piles that are sunk into the lakebed. Stationary docks are very stable and strong, making them a solid option.

Floating docks float on the surface of the lake, making them a bit more versatile than stationary docks. These docks rise and fall with the lake's water level, which eliminates the problem of a big drop between the water and dock deck during the dry season. Floating docks are semi-permanent and may be taken out of the water for storage. As the lake freezes in winter, a floating dock that can be stored will eliminate damage associated with ice and high winds.

Both types are permitted in Crystal Lake, but in no case shall a dock be greater than 12 feet by 8 feet. A gangway/ramp leading to the dock is permitted. There are no size restrictions relating to the gangway/ramp leading to the dock.



**Materials:**

The dock shall be constructed of #2 or better pressure-treated wood or composite materials with galvanized or stainless-steel hardware. A clear-water-based sealant is recommended but not a requirement for approval.

**Location:**

The dock must fall within the side setback requirements for the property.

**Requirements:**

The Pennsylvania Department of Conservation and Natural Resources and the Pennsylvania Fish and Boat Commission have governance over our Crystal Lake. These agencies must be consulted in order to ensure the dock is in compliance.

**8.5.12 Excavation**

**Excavations shall be properly guarded and protected to prevent the same from becoming dangerous to life or limb and, where necessary, shall be sheet piled and braced to prevent the adjoining earth from caving in by the person causing the excavation to be made. Blasting is not permitted.**

**8.5.13 Wells**

The property owner will work with a contractor and the Township Well Permit Officer. The PSCA requires a drawing indicating the location of the Well and its relationship to the Septic System and neighboring Septic Systems and Wells.

**9.0 Prohibited Items**

The following are not permitted to be installed or constructed within the community:

- Solar Panels, except those mounted on a roof
- Windmills
- Tents or portable structures intended to provide permanent housing.
- Portable garage structures

- Outdoor wood, coal, or pellet heating furnaces
- Tiny Houses
- Barndomiums
- Above-ground or inground pools, small portable kiddy pools are permitted.
- 3D Printed Structures
- Ponds

## 10.0 Construction/Improvement Guidelines and Site Maintenance

Any property owner, builder, contractor, or subcontractor engaging in construction, maintenance, repairs, restoration, or other improvements on a lot or home must comply with the following construction regulations. The PSCA may assess fines or other penalties for failure to adhere to these regulations. The PSCA Board of Directors may update these rules and regulations, as necessary. Owners may recommend changes through the Architectural Review Committee (ARC). Owners are responsible for keeping builders, contractors, and subcontractors working on their behalf informed of all current rules and regulations. Copies of current rules and regulations are available at the Pocono Springs website ([www.poconosprings.org](http://www.poconosprings.org)) or at the PSCA Main Office.

### **Insurance**

Prior to the start of a new home construction or major improvement project such as a building addition, it is in the best interest of the property owner to request from the contractor a certificate of insurance against claims for damages due to bodily injury, including death, and property damage which may arise during construction. The property owner should be named as an additional insured party. All contractors must document that they are duly licensed, bonded, and insured as required by the State of Pennsylvania.

### **Completion of Construction**

Construction of any new building must be completed within twelve (12) months of commencement of construction. For purposes of these Guidelines, “construction” includes, but is not limited to, such activities as groundbreaking, excavating, constructing driveways, or similar activities and storing building materials. The PSCA may approve an extension under extenuating circumstances, with a written explanation from the homeowner.

### **Portable Toilets**

Contractors (or owners if they are not using a general contractor), may at their expense provide portable toilets for workers. Portable toilets must be placed on the job site (that is, they may not be placed on any common areas) and must be maintained in a sanitary condition.

### **On-Site Materials**

A reasonable amount of building materials may be stored on the job site once the PSCA has approved the project. Materials may be stored on the job site only and not on any adjoining lot or common area.

**(Note: Placement of any building materials on a job site constitutes commencement of construction for the purposes of the time limit on completion as indicated above.)**

### **Cleanup and Disposal of Trash and Debris**

Construction debris, excavated material, plant material, and trash shall not be allowed to accumulate at any job site, shall not be disposed of on any lot or common area or in any trash container other than a dumpster located at the construction site. Contractors may provide containers (“dumpsters”) for debris or otherwise ensure a clean and safe construction site.

The contractor is responsible for keeping the area around the dumpster clean. Trash compactors at the front and rear gates of Pocono Springs are for owners to dispose of residential trash only and must not be used for construction debris.

Concrete and mortar suppliers and contractors may clean their delivery vehicles or other equipment only on the owner’s lot, and only with written permission from the owner, but nowhere else in the PSCA community.

### **Responsibility for Workers**

Property owners are solely responsible for the actions of their contractors and their subcontractors while working on that property owner’s projects. The PSCA cannot be held liable for any such actions. This includes all

infractions, including those listed in the PSCA Rules and Regulations, up to and including speeding or traffic violations.

The property owner shall verify that the contractor's workers have valid driver's licenses and vehicle insurance.

**Construction Working Hours and Noise Restrictions**

No construction work of any kind by a Contractor is permitted before 8:00 a.m. or after 5:00 p.m. Monday through Saturday. Homeowners may perform work on their residence Monday through Sunday 8:00 AM to Dark. This does not apply to emergencies.

Interior work which is not loud and/or disruptive may be performed on Sundays and holidays.

**Holidays:**

New Year's Day  
President's Day  
Memorial Day  
Independence Day

Labor Day  
Thanksgiving  
Day  
Christmas Day

**Exception: Inside work may be permitted following notification of Security at any time if it is not disruptive to others.**

**Drainage and Erosion Control**

Drainage from any phase of the construction process must be controlled in such a manner that it does not adversely affect adjacent lots or common areas.

**Repair and Restoration of Damaged Property**

Any damage to property owned by others, or by the PSCA community, must be repaired or restored promptly (within 30 days) at the expense of the

party responsible, or the owner, if the party responsible cannot be determined.

Upon completion of construction, the property owner is responsible for cleaning his/her job site and repairing all property that was damaged. Repair and restoration included, but is not limited to, restoring grades, replacing trees as approved by the PSCA, and repairing streets, driveways, culverts, and signs.

## **11.0 Variances**

A Variance shall mean an administrative approval or authorized departure given by the PSCA to a member in good standing which, to a minor degree, deviates from PSCA Architectural Guidelines. The variance can be sought if the present Guidelines cause undue hardship to a member and the hardship is not of the member's (or his/her agent's) own creation, and if the variance is not detrimental to other members or their property.

### **11.1 Requirements**

- All requests for variances from these Guidelines should be submitted to the PSCA, and the member must be in good standing.
- The property owner should consult with the PSCA General Manager before applying to the presiding Municipality/County. If the variance is potentially acceptable to the PSCA, the property owner would then seek formal approval by the local Municipality/County. Approval by the applicable Municipality/County does not guarantee approval by the PSCA. Approval by the PSCA does not constitute municipal/county approval, nor does it guarantee structural, environmental safety or engineering soundness.
- Variances shall be considered at regularly scheduled meetings of the PSCA Architectural Review Committee (ARC). The variance request should be submitted 30 days prior to the regularly scheduled meeting of the ARC. The variance determination will be given at the next regularly scheduled meeting of the ARC and presented to the PSCA Board. The ARC will document their discussion and the reasoning for

their recommendation. The ARC can attach reasonable conditions and safeguards to the variance. The PSCA Board of Directors shall review the findings and recommendations of the ARC and have final authority for approval.

- The variance should cause the least modification to the present guidelines and not alter the essential character of the community. In the event a variance is not approved, the owner may appeal the decision and the PSCA will provide a hearing. Both parties may avail themselves of legal counsel.
- Approvals of non-structural use variances are for the approved property owners only and negated when the property transfers ownership.

## 11.2 Procedure

1. Complete the Variance Request Form and submit the required documentation to Pocono Springs Civic Association, 331 S. Turnpike Road, Newfoundland, Pennsylvania, 18445 or email [office@poconosprings.org](mailto:office@poconosprings.org).
2. Documentation:
  - a. Plot Plan showing the proposed structure and current improvements with dimensions and setbacks specified.
  - b. Elevation Plan describing dimensions and materials to be used, e.g., roofing, siding, gutters, fascia, tree removal and replacement.
  - c. Detailed narrative description stating why a building and/or variance approval is needed, how it may affect neighbors and the community and influence property values, sufficient to enable the PSCA to consider the request fully and fairly.
3. Neighbor Notification  
Proposed new building and structural or use (non-structural) changes which are not in full compliance with the provisions of the Architectural Guidelines require a request for Variance. Neighbors

adjacent to and directly across the street from your property must be provided with a 30-day advance notice of the proposed variance before the PSCA ARC can approve your request. This requirement applies whether the adjacent property is developed or not. Notification will be in the form of a letter to the neighbor(s), a sample format of which is in the Appendix. PSCA office staff may assist in providing contact information for the adjacent properties. The applicant will be responsible for any cost of mailing notices. PSCA will also post a sign or placard on the affected property so that it is readily visible from the road.

### **11.3 Decision**

Upon receipt of the completed application package, PSCA will contact the applicant to discuss the request and arrange a property visit, if needed.

The PSCA will complete a review in accordance with the Guidelines. An affirmative vote of 80% of the PSCA is required for approval. Any PSCA member who is an adjacent neighbor to the applicant will recuse themselves from the review and decision process. The PSCA will provide the written decision notice to the applicant.

The PSCA shall have final discretion and approval authority when granting or denying requests. The decision may be based on aesthetics, safety, security, or issues related to the community common good. The final result will be recorded in the official board minutes, including the results of the voting and details of the decision.

Neighbor input regarding the request will be considered if received but does not guarantee approval or denial of the request. The PSCA will primarily consider the long-term, broader issues and precedents that impact the community.

## **12.0 Violations - Penalties**

### **Establishment of a Violation:**

Any activity or condition continuing on any lot that is in direct opposition to the covenants, rules, and regulations and/or architectural guidelines, which is not expressly authorized by the Board, is deemed a violation under this enforcement policy for all purposes.

**Standards:**

The inspector or the ARC or their designer shall make a written record of all observed violations of the architectural guidelines. The ARC may recommend to the Board that appropriate action be taken to prevent or cure any violation of these architectural guidelines.

**Notice of Violations:**

Notice of violation of the architectural guidelines shall identify the dwelling, premises, or property upon which the violation occurred or exists and the nature of the violation. The inspector, ARC or their designer has the authority to issue an immediate Stop Work Order if violations or deficiencies are detected. In addition, an immediate Stop Work Order shall be issued if the construction poses a potential hazard or danger to the safety of life or to property, to health, or to general welfare.

**Service of Notice:**

The notice shall be served personally or by certified mail (Return Receipt Requested) to the homeowner of record. The notice shall be placed in the homeowner's file showing the manner of service provided in each case.

**Right to Appeal the Decision:**

See Section 13.0.

**Penalties:**

Owners and contractors who violate these architectural guidelines are subject to revocation of permits and to other disciplinary action. The Board may sanction an owner using any or all of the following measures as the offense merits.

**Imposition of Fines:**

See the most current version of the PSCA Rules and Regulations.

Each week of continuing violation may at the discretion of the Board constitute a new violation, provided a separate notice is given.

Owners of any lot that is in violation of or any architect, engineer, building contractor or other person who shall fail to comply with these architectural guidelines or who shall deviate from the conditions of the approved plans and specifications, upon a finding of a violation or deviation may be fined as determined by the Board.

Three offenses shall be considered sufficient grounds to prohibit any contractor from any further construction in PSCA until all violations are corrected in a timely manner and appropriate assurances are given to prevent future violations.

All violations must be corrected in addition to payment of fines. The board may also order that all work is to cease until fines are paid and the work in question is corrected. The penalties to be imposed under these architectural guidelines may be recommended by the architectural review committee and approved by the Board.

Suspension of the owner's use of common areas and of those persons claiming use of common areas through the owner, for a period of time as the Board may deem just, or for so long as any violation continues.

If the PSCA has put an owner on notice of a violation of these architectural guidelines and the owner has failed to remedy the violation in a timely manner, the Board may also exercise reasonable action to cure or prevent the violation and shall have a lien on the owner's property for the reasonable costs incurred by this action.

## **13.0 Appeals**

### **Right to Appeal the Decision of the PSCA ARC.**

Every property owner shall have the right to appeal to the PSCA Board regarding any decision of the Architectural Review Committee. If the appeal is related to a variance, as a reminder, a variance can only be sought if the present Guidelines cause undue hardship to a member and the hardship is not of the member's own creation (or his/her agent), and if the variance is not detrimental to other members or their property.

Any owner appealing to the Board shall submit a written notice of appeal in the form described below stating the reasons for the appeal, within 30 days after the

PSCA's decision is filed. Every owner shall have the right to present relevant evidence to the Board as permitted below.

### **Information Required on Appeal to the Board**

All appeals to the Board shall be made in writing. Every appeal shall be signed by the property owner(s) of record and shall include:

- The name and PSCA address of the affirmed owner.
- The names and address(es) of any other owner(s) of property affected by the decision.
- A brief statement of the reasons for the appeal, including the section of these Guidelines under which the appeal is made, and reasons why the appeal should be granted.

### **Hearing to be Held by the Board**

Upon filing an appeal to the board, the Board shall determine a date and time for a hearing to commence within 45 days of the date of filing of the appeal and shall give written notice to the owner. The Board's decision and reasons for the decision shall be filed in writing within 45 days after the closing of the appeal hearing and mailed to the property owner.

## APPENDICES

Definitions

PSCA Office Working Days/Hours Schedule

PSCA Construction/Improvement Application

Property Owner/Contractor Checklist

Variance Request Application

Sample Letter for Notification of Variance to Adjacent Property Owners

Native Trees and Shrubs of the Poconos

Helpful Links

[Schedule of Fees and Fines](#) (See current Fines and Fees schedule posted on the PSCA Website at [www.poconosprings.org](http://www.poconosprings.org)).

## Definitions

**Alterations** – A change in the structure of an existing building, or in enlargement by extension to the front, rear, or side, or by increasing in height or by moving from one location or position to another.

**Accessory Residential Structure** - A structure which is on the same parcel of property as a principal structure (house) and the use of which is incidental to the use of the principal structure. For example, a detached garage or storage shed for garden tools. Other examples of accessory structures include gazebos, and picnic pavilions.

**Appurtenant Structure** – Any accessory structure including, but not limited to, heat pumps, ductless heating/cooling systems, standby generators, propane tanks, oil tanks, attached storage areas, et al.

**Appeals Committee** – the committee whose members are appointed by the Board of Directors to rule on the appeal of Variances or Violations

**Architectural Quality** – shall mean comparable in quality of design and detail as would be produced in the offices of a licensed registered architect.

**Architectural Review Board (ARB)** – comprised of members of the Architectural Review Committee to help establish and oversee community standards as well as reviewing and deciding upon change requests in the Association's realm's architectural scheme.

**Architectural Review Committee (ARC)** – the committee members appointed by the PSCA Board of Directors. The ARC is responsible for interpreting and enforcing the architectural guidelines of the community.

**ARC Approval** – the final authorization by the ARC to construct, landscape, or modify properties in compliance with plans which meet and have been approved as satisfying all requirements of the Guidelines.

**As Built** – the marked-up, post construction plans showing actual locations of all structures, well, septic system, driveway(s), landscaping, parking areas and any other manufactured features on the property **Basement** – that portion of a building which is partly or completely below grade.

**Buildings** – those structures which are intended for single family residential use or for accessory use. Such structures should have permanent roofs and walls and are typically intended for shelter, housing, animal enclosures, vehicles, equipment, or materials. A structure such as a covered porch which has a permanent roof that is attached to the principal building shall be considered to be a part of that principal building.

**Certificate of Occupancy (C.O. or COD)** – Issued by the township’s building or zoning department to indicate the building or structure is safe to be occupied or used for its intended purpose.

**Color/Material Sample Boards** – a sample of proposed siding or roofing material with trim.

**Common Areas** – shall mean all streets, lakes, streams, recreational, and community facilities as well as all other areas in the Community not subdivided into lots.

**Community** – refers to Pocono Springs Estates managed by the Pocono Springs Civic Association (PSCA) Homeowner’s Association.

**Concrete Work (Structural)** – When concrete is used to support a building or structure such as a home, shed, or garage. Driveways also fall into this category.

**Concrete Work (Non-structural)** – Where concrete is used to create slabs such as for a patio or walkway.

**Construction** – This refers to the act of clearing, excavating, building, fabricating, physically changing or modifying any home, structure, appurtenance, or accessory building. Furthermore, this applies to the delivery of supplies, material, equipment, building components, and the cutting down or removal of trees required for the construction of new or expanded structures.

**Contractor** – A person or entity engaged in the construction, repair or modification of structures or other real property. This includes a property owner(s) who engages in such construction, or modification on his/her own property or the property owned by others. In this case, the property owner would be a contractor subject to the requirements of these rules and regulations.

**Deed Covenants** – the common set of covenants, restrictions, and easements, as amended, that run with title to all residential lots in the Community and are legally binding on all present and future owners of those properties.

**Fence** – A structure which prevents the movement between properties or portions of properties.

**Floor Area** - the net enclosed, weather-tight, heated, usable interior residential floor area. This term excludes attics, garages, decks, porches, outside stairs, and external storage areas.

**Garage** – A building or space accessory to a residence which provides for the storage of motor vehicles and in which no occupation, business or service is conducted. The garage may be attached to the primary dwelling or detached.

**Half story** – the livable floor area, the square footage of which does not exceed one-half (1/2) of the livable footprint square footage of the floor below.

**Improved/Unimproved lots** – PSCA considers a lot to be improved if it contains a septic and/or well.

**Improvements** – shall refer to all buildings, outbuildings, roads, driveways, parking areas, fences, retaining walls, docks, piers, hedges or other plantings, poles, and any other structures of any type or kind.

**Inspector** – refers to the Architectural Inspector on behalf of the PSCA.

**Lot** – Refers to a parcel of land, the dimensions, and extents of which are determined by the latest official records.

**Lot Frontage** – The horizontal distance measured along the full length of the front property line.

**Mean Grade Elevation** – the undisturbed average grade of the proposed footprint of the house as that grade existed before completion of any fill or excavation work during the 7 years preceding the date of submission of the permit application. This elevation shall be determined by surveying and plotting the corners of the proposed house.

**Neighborhood** – the amenities, residential lots and other improvements within wintertime sight distance or a radius of 1000 feet from the property line, whichever is greater, of any proposed or existing improvement on a residential lot.

**Owner** – all owners of a residential lot in the Community

**Permit** – each written authorization needed to build, install septic systems, make improvements, and remove live trees as issued by the PSCA or by the appropriate governmental entities having jurisdiction

**Residential** – approved for improvement with one single family home to be used by a single-family **Setback** – the distance from the property line to the nearest wall or deck rail.

**Similar Design** – means designs with substantially similar exterior architectural features, such as roof elevations, relief, material, colors and applicable to mirror-image/reversed designs.

**Single Family Home** – refers to a dwelling designed to be occupied by a single family.

**Story above grade** – any story having its finished floor surface entirely above finished grade. A basement shall be considered a story above grade when the finished floor surface above the basement is:

- More than 6 feet above the final basement floor level
- More than 6 feet above the finished grade of more than 50% of the total building perimeter; or
- More than 12 feet above the finished grade level at any point

**Subcontractor** – shall refer to a person, firm or corporation/LLC not engaged in the general construction business but who would normally subcontract specific work to a general contractor.

**Survey/Plot Plan** - The Survey shows your property lines, the footprint of your home (indicating distances between structure and property lines), and any easements. You may have received a copy of your survey when you purchased your property or home.

**Swale** - commonly referred to as a drainage ditch, is an earth channel designed to capture, convey, and manage stormwater runoff from small drainage areas.

**Temporary structure** -A prohibited accessory or other structure that cannot be expected to last as long as the main building on a lot, or is designed to be readily assembled, disassembled, or relocated onsite and without the need for specialized tools or equipment, or does not contain rigid floor, wall, and roof systems.

**Variance** – shall mean an administrative approval which modifies architectural and construction guidelines or municipal ordinance requirements pursuant to the PSCA Rules and Regulations

**Woodland** – means the natural colors, textures, materials, and plantings which are indigenous to the PSCA environment.

**PSCA Office Working Days/Hours – These Hours are subject to change.**

Monday – Friday .....9AM – 4 PM

Saturday – 9 AM to 2 PM

Sundays and Holidays .....Closed.

**Holidays:**

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

## PSCA Construction/Improvement Application

Name: \_\_\_\_\_

Date \_\_\_\_\_

PSCA Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_

Proposed Improvement

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Start Date \_\_\_\_\_ Estimated Completion Time (# Days, Weeks, or Months) \_\_\_\_\_

**ANY INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED. Please make sure you have signed this form and have obtained all information necessary to avoid delays in processing.**

**Remember to complete Property Owner/Homeowner Checklist**

Completed applications can be 1) mailed to Pocono Springs Civic Association, 331 South Turnpike Road, Newfoundland, PA 18445 2) faxed to (570) 676-0499, 3) emailed to [office@poconosprings.org](mailto:office@poconosprings.org) or 4) dropped off at the office during business hours.

**Please Note:**

1. The PSCA Architectural Review Committee will oversee the review of your plans as quickly as possible but allow 30 days.
2. For your protection, inquire with either the City/County about permit requirements before starting any work on this property involving new construction, additions, alterations, or any modifications to structural, electrical, heating, water, gas or sanitary plumbing systems; or property improvements



PSCA Representative Signature \_\_\_\_\_

PSCA Representative Name \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_

**PSCA hereby conditionally approves the request for construction/improvement with the following restrictions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PSCA Representative Signature \_\_\_\_\_

PSCA Representative Name \_\_\_\_\_

Date \_\_\_\_\_

**PSCA hereby disapproves of the request for construction/improvement for the following reasons:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PSCA Representative Signature \_\_\_\_\_

PSCA Representative Name \_\_\_\_\_

Date \_\_\_\_\_

## Property Owner/Contractor Checklist

Please complete the section that pertains to your construction/improvement.  
All items in the section that pertains to you must be 'checked' and submitted.

- Permits and other administrative.



	Building Permit Application to PSCA
	Provide a copy of Deed
	Provide copy of approved sewage permit
	Provide copy of Township permit

- STRUCTURES (for example play equipment, attached/detached structures)



	Two sets of plans
	Plot plan showing location
	Elevation showing the planned appearance of structure
	Details of any plan that may affect drainage/runoff
	Drawing and/or Picture
	Description of ALL materials used
	All dimensions, including height
	Landscape plans for any screening (see section above)

- Exterior (roofing, siding, paint)



	Paint samples of all new colors
	Picture showing colors prior to proposed change

- Landscape (plantings, tree removal, lawn ornaments, etc.)



	Two sets of plans
	Plot plan showing location
	Description of Trees/Plants
	Details of any plan that may affect drainage/runoff
	All colors/materials used
	Any samples or brochures

- Contractor's credentials



	Workers have valid driver's licenses
	Vehicles being used have current insurance

## Variance Request Application

<b>NAME</b>	<b>DATE</b>
<b>ADDRESS</b>	
<b>EMAIL ADDRESS</b>	<b>PHONE</b>
<b>PROJECT START DATE</b> (if approved)	<b>ANTICIPATED COMPLETION DATE</b>

*Check all that apply.*

<input type="checkbox"/> House	<input type="checkbox"/> Deck	<input type="checkbox"/> Garage	<input type="checkbox"/> Shed	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Other
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**Provide a brief description of your variance request for work to be done:**

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**Submit the following items, as applicable, with your application:**

<input type="checkbox"/>	Plot Plan showing proposed structure and current improvements with dimensions and setbacks specified
<input type="checkbox"/>	Elevation Plan describing dimensions and materials (e.g., roofing, siding, gutters, fascia, landscaping, etc.) to be used
<input type="checkbox"/>	Detailed narrative description as to why a building and/or variance approval is needed, how it may affect neighbors and the community and influence property values, sufficient to enable the PSCA to fully and fairly consider your request.
<input type="checkbox"/>	Signatures of neighbors adjacent to and across from your property, see page 2.
<input type="checkbox"/>	Name and contact information of the contractor performing the work
<input type="checkbox"/>	The homeowner will perform the work

**I understand and agree to the following provisions:** All new building construction requires an Architectural Review approval. Proposed structural or use (non-structural) changes ***which are not fully compliant*** with the PSCA Architectural Guidelines require Variance Request approval.

1. Written approval of requests must be received from the Architectural Review Committee (ARC) before any building or construction can commence, and prior to varying from the Guidelines.
2. Approval does not constitute municipal/county building approval. Applicants are responsible to obtain necessary building permits and meet applicable zoning and regulatory code requirements prior to commencement of any work.
3. Approval does not guarantee structural or environmental safety or engineering soundness.
4. Applicant agrees to comply with ARC request to inspect property or provide additional information, during and upon completion of a construction project, to ensure compliance with the approved request, covenants, and guidelines.
5. Failure to start or complete the project within the times specified in the approval shall result in withdrawal of approval unless an extension is requested and approved in writing by the ARC.
6. Failure to comply with any of the preceding terms may result in withdrawal of approval.
7. A written notice of completion must be submitted to the ARC within 30 days of completion of the work.
8. The ARC will initiate contact and/or action on this request within 14 days of receipt.
9. Structural building and variance approvals run with the property. Approvals of non-structural use variances are for the approved property owner(s) only and negated when the property transfers owners.

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Property Owner Signature	Property Owner Signature	Date
Property Owner Name _____ PSCA		
Address _____ Phone _____		

**NEIGHBOR NOTIFICATION** – Building or use plans which are consistent with the PSCA Architectural Guidelines **do not** require a variance or completion of this section. Proposed new building and structural or use (non-structural) changes which are not in full compliance

with the provisions of the Guidelines require a Request for Variance. Neighbors adjacent to and directly across the street from your property must be provided with a 30-day advance notice of the proposed variance before the PSCA ARC can approve your request.

Notification will be in the form of a letter to the neighbor(s), the format of which is in the Appendix. PSCA office staff may assist in providing contact information for the adjacent properties. The applicant will be responsible for the cost of mailing notices.

PSCA will also post a sign or placard on the affected property and readily visible from the road.

These requirements apply whether the adjacent property(s) is developed (has a structure) or not.

**Submit the completed application package to Pocono Springs Civic Association, 331 S. Turnpike Road, Newfoundland, Pennsylvania, 18445 or email to [office@poconosprings.org](mailto:office@poconosprings.org). All documentation submitted will be retained in official PSCA records.**

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**RECEIPT:** \_\_\_\_\_ Request received on \_\_\_\_\_ by \_\_\_\_\_

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Date	PSCA Office Person/General Manager
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**DECISION:**

<input type="radio"/> Approved as requested	<input type="radio"/> Approved with exceptions (stated in notice letter)	<input type="radio"/> Disapproved	<input type="radio"/> <b>Decision Notice Sent</b>
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This request will be reviewed by the Architectural Review Committee (ARC) of the PSCA. An affirmative vote of 80% of the ARC is required for approval. The denial of a request may be appealed to the full PSCA Board of Directors by submitting a written request for appeal in accordance with the PSCA Architectural Guidelines.

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**ARC Chairperson**

**Contact #**

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**Date**

## Sample letter for Notification of Variance to Adjacent Property Owners

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(Date)

Name of PSCA Adjacent Property Owner

Street or PO Box Address

City, State Zip

Dear Adjacent Property Owner:

Please be advised that the sender has made a formal application to the Pocono Springs Civic Association (PSCA) for a variance from the requirements of the Architectural Guidelines as they apply to the following described property:

Pocono Springs Property Address

It is our intent to ask the PSCA to allow us to (describe nature of variance in detail) on the aforementioned property. You have 30 days to respond with any questions or concerns. In any event, please be advised that we are interested in assuring you that our request should not adversely affect your property interest.

Sincerely,

[Applicant's name, address, and phone number where you can be contacted]

## Native Trees and Shrubs of the Poconos

	Common Name	Scientific Name	Bloom period / color	Size	Notes
<b>Sunny Moist Sites</b>					
Trees	Red maple	<i>Acer rubrum</i>	Mar-Apr / red	40-100'	very adaptable to light and moisture conditions
	Serviceberries	<i>Amelanchier</i> species	Mar-May / white	20-30'	good fall color and edible berries
	Tuliptree	<i>Liriodendron tulipifera</i>	May-Jun / green & orange	75-100'	fast growing, nectar source, tulip-shaped flowers
	Eastern white pine	<i>Pinus strobus</i>	May / cones 5"	> 100'	graceful shape with very high wildlife value
	White oak	<i>Quercus alba</i>	Mar-May / inconspicuous	60-80'	acorns feed a variety of wildlife, slow-growing
	Eastern hemlock	<i>Tsuga canadensis</i>	Apr-May / cones ¾"	60-80'	evergreen, tolerates shade, PA's state tree symbol
Shrubs	Summersweet	<i>Clethra alnifolia</i>	Jul-Aug / white or pink	6-12'	very fragrant, tolerates shade, supports pollinators
	Red-osier dogwood	<i>Cornus sericea</i>	May / white	6-12'	showy red stems, spreads to form colonies
	Winterberry	<i>Ilex verticillata</i>	May-Jun / red berries	6-10'	male and female plants needed for fruit production
	Red chokeberry	<i>Photinia pyrifolia</i>	Mar-May / white	5-10'	red fruits & fall color, can be pruned as a hedge
	Ninebark	<i>Physocarpus opulifolius</i>	May-Jul / pinkish white	5-10'	coppery fall color, papery peeling bark
<b>Sunny Dry Sites</b>					
Trees	Red bud	<i>Cercis canadensis</i>	Apr-May / pink	20-35'	lovely as ornamental, 20-year average lifespan
	Eastern red-cedar	<i>Juniperus virginiana</i>	Apr-May / inconspicuous	30-45'	evergreen, sky blue fleshy berry-like cones
	Blackgum	<i>Nyssa sylvatica</i>	Apr-May / inconspicuous	30-75'	dark blue fruits, scarlet early fall color
	Red oak	<i>Quercus rubra</i>	Apr-May / inconspicuous	60-80'	acorns feed wildlife
	Sassafras	<i>Sassafras albidum</i>	Apr-May / yellow	30-50'	dark blue fruits feed songbirds
Shrubs	Black chokeberry	<i>Photinia melanocarpa</i>	Apr-May / white	3-6'	black fruits feed songbirds, red fall color
	New Jersey tea	<i>Ceanothus americanus</i>	May-Sep / creamy white	< 3'	drought tolerant
	Blueberries	<i>Vaccinium</i> species	May-Jun / white-pink	2-12'	Highbush & lowbush need acidic soils, edible fruit
	Blackhaw	<i>Viburnum prunifolium</i>	Apr-May / white	8-15'	blue-black fruits feed songbird and people
	<b>Shady Moist Sites</b>				
Trees	Sugar maple	<i>Acer saccharum</i>	Apr-May / yellow	60-75'	adaptable to dry sites, outstanding fall color
	River birch	<i>Betula nigra</i>	Apr-May / brown catkins	60-80'	attractive peeling bark
	Flowering dogwood	<i>Cornus florida</i>	Apr-Jun / white or pink	10-30'	prefers acidic soils, red berries
	Pin oak	<i>Quercus palustris</i>	Apr-May / tan catkins	60-70'	red fall color, acorns feed wildlife
Shrubs	Smooth alder	<i>Alnus serrulata</i>	Mar-Apr / yellow catkins	6-10'	high wildlife value
	Pagoda dogwood	<i>Cornus alternifolia</i>	May-Jun / white	15-25'	very high wildlife value, purple-red fall color
	Wild hydrangea	<i>Hydrangea arborescens</i>	Jun-Aug / white	3-6'	leaves poisonous
	Spicebush	<i>Lindera benzoin</i>	Mar-May / yellow	6-12'	aromatic, red fruits
	Rosebay	<i>Rhododendron maximum</i>	Jun-Jul / rose pink	10-30'	evergreen wildlife cover
<b>Shady Dry Sites</b>					
Trees	Shagbark hickory	<i>Carya ovata</i>	May / green catkins	60-80'	golden yellow to orange fall color, sweet nuts
	Chestnut oak	<i>Quercus montana</i>	May-Jun / catkins	50-75'	acorns feed wildlife
	Hop-hornbeam	<i>Ostrya virginiana</i>	April / catkins	35-50'	nutlets in a loose papery cone resembling hops
	Witch-hazel	<i>Hamamelis virginiana</i>	Sep-Nov / golden yellow	8-20'	fragrant, often multi-stemmed
Shrubs	Pinxter-flower	<i>Rhododendron periclymenoides</i>	Apr-May / pink to white	6-12'	prefers acidic soils
	American hazelnut	<i>Corylus americana</i>	Mar-Apr / catkins	10-15'	nuts ripen in Aug-Sep.
	Arrow-wood viburnum	<i>Viburnum dentatum</i>	May-Jun / white	3-15'	a very variable and adaptable species

## Helpful Links

**Pocono Springs:** <https://poconosprings.org/>

**Lehigh Township (Gouldsboro)** <http://www.lehightwpwayneco.org/site/>

Contacts: <http://www.lehightwpwayneco.org/site/>.

**Dreher Township (Newfoundland):** <https://drehertownship.com/photofolio/index.html>

Contacts: <https://waynecountypa.gov/DocumentCenter/View/827/Dreher-PDF>

### **Sterling Township**

Contacts <https://waynecountypa.gov/DocumentCenter/View/845/Sterling-PDF>

**Wayne County:** <https://waynecountypa.gov/>

Local Government: <https://www.waynecountypa.gov/403/Local-Government-TwpBoro>