



ARCHITECTURAL REVIEW
COMMITTEE
HANDBOOK

Adopted: **February 22, 2015**

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SECTION 1, INTRODUCTION

- The Blue Heron Architectural Review Committee (BHARC) was established to perform the following tasks:
 1. To ensure that individual lot owners follow the protective covenants use restrictions established by Blue Heron Woods and agreed upon by lot owners upon purchase of property within Blue Heron Woods,
 2. To ensure that regional laws established by local conservation districts are not violated, and to protect the Blue Heron Woods Property Owners Association from incidental charges levied against individual property owners for violating said laws.
- This handbook works in conjunction with:
 1. Co-Permittee Agreement Assumption of Responsibility Under a General or Individual NPDES Permit for Storm water Discharges Associated with Construction Activities (Pike County Conservation District)
 2. Public Offering Statement for Blue Heron Woods, A Planned Community, Exhibit ‘A’: Declaration of Protective Covenants: Article 6 - Use Restrictions
- NOTE: This handbook shall not be construed to conflict with state or local building regulations, as it shall not change any of the restrictions or set-backs, etc. In addition, the establishment of the BHARC and the enforcement of the Use Restrictions and Conservation Laws do not alter the Declaration of Covenants or the By Laws of this Association.

SECTION 2, PROPERTY OWNER’S RESPONSIBILITY

1. The property owner is responsible for ensuring that any construction is completed in accordance with the approved plans, specifications, and local, state, federal building, health and safety codes.
2. The property owner is responsible to comply with the Use Restrictions, in Exhibit ‘A’ of the Public Offering Statement.
3. The property owner is responsible for compliance with the National Pollution Discharge Elimination Systems (NPDES).
 - a. Contacting the Pike County Conservation District (PCCD), 570.226.8220
4. The property owner is responsible for the actions of his/her contractor or persons as it relates to construction at the owner’s property.
5. No changes or alterations are to be made to the approved plans or drawing without the approval of the Architectural Review Committee.
6. A permit will not be issued from the Committee until all compliance issues have been approved from the Committee.
7. A permit will not be issued from the Committee until the property owner satisfies all back owed dues to the community and is therefore in “good standing.”
8. In the event of a transfer of ownership, the seller must communicate this change of ownership to the BHARC. The buyer of the property is responsible for contacting the Blue Heron Woods Board of Directors to sign the Blue Heron Woods Public Offering Statement. Both of these actions must be completed within 30 days after transfer of ownership.

SECTION 3, PERMITS REQUIRED

The following require a permit from the BHARC. They fall under three categories:

1. New Home, or an addition onto a residence which adds a roof or removes trees and is greater than 500 square feet. This permit requires prior approval from the PCCD verifying that the NPDES is being followed.
2. Addition onto a residence which adds a roof or removes any trees up to 500 square feet, or an Out Building/ Accessory Structure (Sheds and enclosures)
3. Tree Removal of more than 400 square feet

SECTION 4, PERMIT APPLICATION PROCEDURE

1. Fill out the BHARC Application, **Attachment 'A'**.
2. Mail the following to: **Blue Heron Woods POA, PO Box 606, Hawley, PA 18428**
 - a. Completed BHARC Application
 - b. Verification from the PCCD, if applicable. This is required for a new residence or an addition greater than 500 square feet. A permit will not be issued until this step is met.
 - c. One set of complete plans, if applicable. This is required for everything except tree removal.
3. The BHARC will review your information related to our covenants, including minimum above grade square footage, roof pitch, and percentage of lot clearance.
4. If approved, the BHARC will send a permit which is dated and valid for one (1) year from date of issuance, and construction may begin.
 - a. If the application is for a new residence, according to our use restrictions no land may be cleared until a valid building permit has been issued by your township.
5. If not approved and a revision is required, then the following must be resubmitted and mailed:
 - a. Completed BHARC Application
 - b. One set of complete revised plans, or new verification from PCCD where applicable
6. Once the re-review is approved, a permit from BHARC will be mailed to applicant and valid for one (1) year from date of issuance.
7. If a permit needs to be extended, the BHARC must be notified a minimum of thirty (30) days prior to expiration requesting an extension and including an explanation of a valid reason for extension. The following must be submitted and mailed in for review:
 - a. BHARC Application= indicating reason for request of extension
 - b. Extension fee of \$25 which is valid for an extension of six (6) months from date of BHARC issuance.

SECTION 5, FEES

New Residence or Large Addition

1. Your builder will most likely handle communication with the PCCD and taking care of meeting the NPDES permit. In this case, any fees for this service should be included in your original cost with your builder.
2. Once your builder verifies compliance with the NPDES permit, the BHARC still needs to review the plans for compliance with the Blue Heron Woods Declaration of Protective Covenants Article 6, Section 6.01.
3. If your builder does not communicate with the PCCD and/or does not send them the necessary professional plans, then you are required to do this on your own.
4. NOTE: There is NO initial fee due to BHARC for review of compliance with the Blue Heron Woods Declaration of Protective Covenants Article 6, Section 6.01. - **ONLY** for extensions.

Small Addition, Outbuilding, or Accessory Structure

5. For an addition onto a residence of up to 500 square feet, these plans shall be reviewed by the BHARC for compliance with the Blue Heron Woods Declaration of Protective Covenants Article 6, Section 6.01.
6. NOTE: Out Building/ Accessory Structure is defined as any structure not attached to the residence that does not have concrete footings.

Tree Removal

7. For the removal of more than 400 square feet of trees, which shall include a site inspection by the BHWARC of the tagged trees that are proposed to be removed.

SECTION 6, APPEALS

1. Any applicant/member disagreeing with a decision of the Architectural Review Committee, as it relates to his/ her application, may appeal such decision first to the Architectural Committee within thirty (30) days of the date of decision.
2. A request for an Appeal Hearing shall be made in writing to the Architectural Review Committee, stating the reasons for disagreement.
3. Upon receipt of the written request for an appeal within the proper time period, the Architectural Review Committee shall schedule a hearing within thirty (30) days from the date of receipt of the request.
4. The applicant/ member requesting the appeal shall be notified of the date, time and place of hearing. He/ She may present any additional materials, documentation, and testimonials.
5. The Architectural Review Committee shall communicate its final decision to the member within ten (10) days of the closing of said hearing.
6. Should the applicant/ member disagree with the Architectural Review Committee's Final Decision, he/she may further appeal such decision to the Board of Directors. A request for such appeal hearing shall be submitted in writing to the Board within thirty (30) days of the date of Architectural Review Committee's decision.
7. The Board of Directors shall schedule a hearing on said appeal on the date of its next regularly scheduled meeting, or no later than the date of its following regularly scheduled meeting.



ARCHITECTURAL REVIEW COMMITTEE APPLICATION

Application Type & Fees (please check one):

- 1. _____ New Construction/Addition over 500 square feet (NO FEE)
(Include PCCD paperwork and Copy of Plans)
- 2. _____ Addition 500 Square Feet and Under/Outbuilding/Accessory Structure (NO FEE)
- 3. _____ Removal of Trees greater than 400 square feet (NO FEE)
- 4. _____ Permit Extension (\$25) (Include Reason for Extension)

Application fee made payable to Blue Heron Woods POA

Owner/ Agent: _____ Phone: _____

Address: _____ Cell: _____

City, State, Zip: _____ Fax: _____

Contractor: _____ PA Reg#: _____ Phone: _____

Address: _____ Cell: _____

City, State, Zip: _____ Fax: _____

Property Information:

Lot Number: _____

I certify that all of the above information is true.

Owner/ Agent Signature: _____ Date: _____

If questions, please CONTACT us at: <http://www.blueheronwoodspoa.com/> or bhwarc@gmail.com

MAIL TO: Blue Heron Woods POA, PO Box 606, Hawley, PA 18428

OFFICE USE ONLY:

Application Fee Check #: _____

Permit #: _____ Approved Date: _____