



## *Caroline Pines Property Owners Association, Inc.*

### **Building Permit Guidelines**

The following guidelines are established for the community of Caroline Pines by the Caroline Pines Property Owners Association (CPPOA) Board of Directors (Board). There will be no variation from these codes unless the Board issues a special exception permit due to extenuating circumstances. The Board, on a case-by-case basis, will determine these circumstances and approval of one case does not imply automatic approval of another.

Caroline County guidelines may differ but must be met to receive a building permit from the county.

#### **Definitions**

**Dwelling:** Place of Residence (*stick built, modular or manufactured*)

**Out Building:** Not Intended to Provide Living Quarters (*include but not limited to renovations, additions, decks, porches, storage building/sheds, attached/detached garage, carport, barn*)

#### **Required Documents** (*must be presented before permit will be issued*)

1. Copy of the survey plat with placement of dwelling/out building, drain field and driveway
2. Complete Floor Plan
3. County issued septic permit (full copy of all pages)
4. Copy of Recorded Deed with book and page number

#### **Guidelines**

- Member must be in "good standing"
- Applicable building fees paid
- Said lots shall be used exclusively for residential purposes except those lots that may be designated, subject to rezoning (if any) and zoned as a business or commercial areas on the plats by CPPOA
- No more than one single-family dwelling may be erected or constructed on any one lot
- No building of any kind shall be erected prior to the erection of a dwelling
- No out building shall be occupied as living quarters
- No structure shall have tarpaper, roll brick siding or similar material on outside walls
- No house trailers, shacks or similar structures shall be erected, moved or placed upon said premises
- No residence shall have less than 900 square feet of living space on the ground floor or first floor exclusive of (NOT INCLUDING) porch areas
- No porch or projection of any building shall extend nearer than 30 feet to any road right of ways, nor nearer than 15 feet to the property line of any abutting property owner, nor within 110 feet from the normal water line of the lakes or the North Anna River as shown on recorded plats
- CPPOA retains for itself, successors and licensees a 15 foot easement on all from, rear, and sides of the property for the purpose of installing, maintaining, and operating utility lines and mains thereon together with the right to trim trees and/or brush along with the right to place guy wires, braces and anchors as they feel are necessary. These easements are further explained in the disclosure package, which must be obtained by the CPPOA office.
- No outside toilets will be allowed on the premises once the six (6) month time building allowance expires. No untreated water shall be permitted to enter any waterway.

- During all construction the lot must remain clean of excess debris. A dumpster or receptacle for disposal must be kept on the premises and used during construction.
- All dwellings must be constructed on a permanent foundation. The front door of the dwelling must face the roadway (no sideways installation will be approved).
- Each dwelling shall have its own access (driveway) without reliance on CPPOA common ground to access the property.
- Driveway culvert pipe must be inspected by CPPOA Staff before being covered.
- All construction vehicles used in Caroline Pines must have the proper licensing as required by Caroline County to operate on public highways.
- Building permits from Caroline Pines as well as the Caroline County building permit must be clearly posted.
- All building exteriors must be completed within six (6) months from the date the building permit is approved, signed and returned.

*Failure to follow guidelines may result in a stop work order placed on the property, fines and/or denial of future building permits*

*Building Permits are valid for six (6) months from the date issued*

**DWELLING FEE - SINGLE-FAMILY**

**Initial Construction - \$4,000**

Building Fee	\$2,500
Road Fee	<u>\$1,500</u>
	\$4,000

**Initial Construction Renewal - \$500**

**Complete Construction Replacement - \$2,000**

*Rebuild on said lot due to a natural disaster, act of God, fire, flood, etc*

Building Fee	\$ 500
Road Fee	<u>\$1,500</u>
	\$2,000

**Complete Construction Replacement Renewal - \$100**

- **Building Fee**  
Fifty percent (50%) will be refunded if building is completed within six (6) months of the date the lot is purchased.  
*Refund - \$1,250 for a Single-Family Dwelling or \$250 for an Upgrade/Replacement*
- **Road Fee**  
This fee will be held in the event road repair is required due to damage during construction. Should road repair be required, this deposit will be forfeited to CPPOA and any additional funds required for road repair will be billed to the builder of the dwelling. If no road repair is required, the deposit will be refunded in whole.

**OUT BUILDING (IMPROVEMENT) FEE - \$50**

Improvement fee applies to any additional area exceeding 150 square feet as it pertains to construction addition or improvement to an existing primary dwelling or construction of or improvement to an existing out building.

**Out Building (Improvement) Renewal - \$10**



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**Building Permit Application**

Date \_\_\_\_\_

<u>PERMIT TYPE</u>	<u>FEE</u>
Dwelling Single-Family: Initial Construction	<input type="checkbox"/> \$4,000
Dwelling Single-Family: Initial Construction <i>Renewal</i>	<input type="checkbox"/> \$500
Dwelling Single-Family: Complete Construction Replacement	<input type="checkbox"/> \$2,000
Dwelling Single-Family: Complete Construction Replacement <i>Renewal</i>	<input type="checkbox"/> \$100
Out Building (Improvement)	<input type="checkbox"/> \$50
Out Building (Improvement): Renewal	<input type="checkbox"/> \$10

Lot # \_\_\_\_\_ Street Address/Location \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address (if different from Street Address) \_\_\_\_\_

Owner Phone Number \_\_\_\_\_ Owner Email \_\_\_\_\_

Nature of Work \_\_\_\_\_

Anticipated Occupancy Date \_\_\_\_\_

**I have read and understand the rules and guidelines  
for receiving a building permit with CPPOA**

Owner Signature \_\_\_\_\_

***Submit completed application, applicable documentation and fee to  
CPPOA Office  
26036 Shannon Mill Drive  
Ruther Glen, VA 22546***

For Office Use Only

Date Application Received \_\_\_\_\_ Received By \_\_\_\_\_

Member In Good Standing YES  NO

DOCUMENTS Provided

Checklist

Copy of Survey Plat (w/placement of dwelling/out building, drain field & driveway) Received

Complete Floor Plan Received

County Issued Septic Permit (full copy of all pages) Received

Copy of Recorded Deed (w/book & page number) Received

Total Fee Paid \_\_\_\_\_ Form of Payment Check/Money Order # \_\_\_\_\_ Credit Card

Approved  CPPOA BOD Representative Name (Print) \_\_\_\_\_

Denied  CPPOA BOD Representative Signature \_\_\_\_\_

Date Applicant Notified \_\_\_\_\_ Notified by (Print Name) \_\_\_\_\_

Date Building Permit Issued \_\_\_\_\_ Building Permit Issued by (Print Name) \_\_\_\_\_

Building Permit Number \_\_\_\_\_

Date Renewal Issued \_\_\_\_\_

Total Fee Paid \_\_\_\_\_ Form of Payment Check/Money Order # \_\_\_\_\_ Credit Card

Renewal Issued by (Print Name) \_\_\_\_\_

Occupancy Date \_\_\_\_\_

Refund Issued	<u>Fee Type</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>
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	Building	_____	_____	_____
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	Road Fee	_____	_____	_____
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Refund Issued by (Print Name) \_\_\_\_\_