

Appendix A

SNOWSHOE ARCHITECTURAL REVIEW COMMITTEE

PO Box 10, Snowshoe, WV 26209. Phone: 304-572-5850

Committee Recorder: Katie Leitsch

E-mail: kleitsch@snowshoemountain.com

**APPLICATION FOR PERMIT
TO BUILD, ALTER, REPAIR, RENOVATE OR LANDSCAPE**

Owner: _____	Contractor: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
Email: _____	Email: _____

GENERAL INFORMATION:

Location of project: _____
 Lot number, District Parcel _____
 911 Address: of project: _____

CHECK ALL THAT APPLY

<input type="checkbox"/> New building	<input type="checkbox"/> Addition to existing building
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
<input type="checkbox"/> Repair, alter or remodel existing structure	

****DETAILED PLANS ATTACHED**

House Plans/Architectural plans
 Grading Plans (showing contours)/Erosion Control
 Landscaping Plans
 Easements & Survey Plat
 Site Plans
 Application submitted to Snowshoe Water & Sewer Company

See Design Guidelines for samples and details

*****NOTE: An application will not be accepted and/or reviewed without the precise and detailed plans listed above.***

REQUIREMENTS:

1. Complete only sections below relevant to your project. (Please refer to the design guidelines)
2. **Plans or drawing of intended construction must accompany application for building permit. All plans must include full architectural renderings with elevation drawings for all sides, construction drawings and material specifications. Landscape plans, including**

removal of trees, shrubs, etc. Include plant list including size and quantity (Most Nurseries are willing to provide this type of planning)

3. Driveway and parking area grading, cuts and fills and drainage specifications must be included. (Please send photos where necessary.)
4. Post approved permit on construction site before beginning construction.
5. Any questions should be directed to the Architectural Review Committee, Phone 304-572-5601 or e-mail at rbachman@snowshoemountain.com. **No work is to be performed until a permit is issued!**

IT IS YOUR RESPONSIBILITY:

1. To comply with all state building codes and federal accessibility guidelines (ADA).
2. To contact all applicable utility providers for service and location assistance when excavating.
3. To obtain any necessary permits and comply with all state burning codes. All fires must be attended at all times. **Snowshoe Public Safety must be notified in advance of all permitted burns.**
4. All retaining walls greater than 36" are required review by a certified engineer.
5. **To assure that all contractors and sub-contractors conform to all applicable state statutes and can provide evidence of insurance and have a current West Virginia Contractor's License.**
6. **To assume financial responsibility for any damage or injury that occurs to other property or individuals in the course of your project.**
7. It is your responsibility to **contact Snowshoe Sewer and Water Company for an application of service by calling 304-572-5459.** Approval is pending upon the Architectural Review's notification by the manager of the Snowshoe Sewer & Water Company, of receipt of said application.
8. Any property easement agreements allowing trespassing through or access to the property must be lawfully recorded with the office of the Clerk of the County Commission of Pocahontas County, and a copy of the recorded easement agreement shall be delivered to the ARC during the application process.

I understand and will adhere to the foregoing REQUIREMENTS and RESPONSIBILITIES listed above.

APPLICANT

DETAILED INFORMATION:

1. Describe the purpose and type of construction and/or excavation to be performed: (Please be sure the attached plans will show details of construction and grading of driveway and adequate parking – parking must be off road.)

2. Projected start and completion dates
START: _____ FINISH: _____
Attach proposed building schedule including completion date

3. (a) Number of stories high (Maximum 3 stories) _____
See Design Guidelines, page _____, section _____ for definition.

(b) Will there be a basement, crawl space or slab? _____
See Design Guidelines, page _____ section _____ for definition.

(c) Size of building:
Basement square footage _____
First floor square footage _____
Second floor square footage _____
Loft area square footage _____

4. What kind of foundation materials will be utilized?

5. How will site be cleared? (Show clearing limits on grading plan)

6. Do attached plans or drawings show accurate set back including distances from front and side property lines and roadways? _____

7. Is variance being requested? _____. If yes, please provide detail of the variance requested.

8. Is erosion and sediment control shown on your plans? _____
Please add plans as an attachment.

9. Type and style of roofing material to be used? (Please provide sample of material along with a color sample).

10. Type and style of siding material to be used? (Please provide sample of material along with a color sample).

11. Are there other materials to be used not described above? (Please provide sample)

12. Will all replacement materials conform in color, finish and appearance to all materials being replaced? If not, please explain request for variance:

13. Will there be any hazardous materials or fuel stored on site?

If so, please identify: _____
Identify the material and the appropriate storage facility

14. Describe heating system (Fuel tanks must be screened by rustic fence):

15. Will there be a fireplace? If so, what type of flue will be constructed?

16. Number and size of decks: _____

How will decks be supported? _____

17. Will a construction dumpster be utilized? If so, please provide details:

‘Regular’ dumpsters located throughout the properties are not for construction debris. Construction dumpsters **must** be located off public roadways. This means not off to the side of roadways, must be located on site or approved location. You may make arrangements for disposal of construction debris by contacting County Disposal Service at 304-799-6931.

18. After the construction has been completed, will it conform in every respect to the requirements of the Architectural Review Committee and the Snowshoe Declaration of Restrictive Covenants? _____

Any changes or modifications made to approved permits must be re-submitted to the ARC for approval. Non-compliance will result in revocation of your permit.

CONTRACTOR INFORMATION:

What contractors will be used:

Excavation/site prep/foundation_____

Carpentry_____

Electrical_____ License #_____

Roofing_____

Heating_____

Other _____

I, or WE, hereby covenant to restore any and all damages to sidewalks, streets, alleys, ditches, culverts, road banks, sewers, gas mains, water mains and electric installations which may result from this work, to clear work site thoroughly and to remove and dispose of all debris.

SIGNATURE OF OWNER

SIGNATURE OF APPLICANT

NO WORK TO BEGIN UNTIL THIS PERMIT IS APPROVED

* * * * *

SITE INSPECTION HAS BEEN PERFORMED BY _____
COMMITTEE MEMBER

APPROVED BY ARCHITECTURAL REVIEW COMMITTEE ON _____

20_____, by _____
CHAIRMAN

To owner or Builder:

The above application to build, alter, repair or landscape has been approved by the Architectural Review Committee and you are hereby authorized to proceed according to the specifications as set forth in your application. This permit shall be posted on the premises during the prosecution and until completion of work covered by said permit.

In addition to ARC approval, your project may require a permit from the U.S. Fish and Wildlife Service since species protected under the Federal Endangered Species Act have been discovered on Snowshoe Mountain. It is your sole responsibility to obtain this permit. The U.S. Fish and Wildlife Service is located in Elkins, WV and the phone number is (304) 636-6586.

Before you do any digging, call the West Virginia Miss Utility Company at 800-245-4848. Additional contact numbers for utilities are: Telephone Company's Cable Protections Bureau and Monongahela Power Company at 800-245-4848.